

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Name Change Request

Note: You may print this form, complete it, and fax or bring it to the Registrar's Office; however, all requests for legal name changes must be accompanied by a copy of your driver's license or other official identification that includes a signature. Legal documentation generally consists of a new driver's license, official state ID card, certified copy of marriage license, court order, dissolution decree, or current passport.

MSSU Student Number: _____ Date: _____

Legal Name (Print): _____
(Last) (First) (Middle)

Chosen Name: _____

Status: Check each that apply: Student _____ Employee* _____

*Employees (including work study or student employees) must contact the Human Resources Office to update this information.

Graduation Date: _____

Do you want your name changed on your pending diploma? Y N

Former Name(s): _____

Please contact the IT Department at (417) 659-4444 for your university e-mail address to be updated. Your Blackboard account will be updated automatically, if applicable.

Phone: _____ Secondary email: _____

Student Signature: _____

Mail this form with identification to:
Missouri Southern State University
Registrar's Office
3950 E. Newman Road
Joplin, MO 64801

Fax with identification to:
Registrar's Office
(417) 625-3117

This form will be made available in alternative formats upon request.
If you need assistance, please contact the registrar's office.