



Date _____

Full Legal Name _____ Mr. Mrs. Miss Ms.
(as currently on file with University of Northwestern – St. Paul)

ID# _____ Birthdate _____ SSN (last 4 digits **ONLY**) _____

Student Name Change

(Currently enrolled students may make these changes on myUNW > Registrar Miscellaneous Forms > Name Change Request)

Full **New** Legal Name _____ Mr. Mrs. Miss Ms.

Note: You must provide one of the following official documents **reflecting the new name in full:**

- Driver's License
- Other government issued ID
- Certified copy of your marriage license, court order, OR a dissolution decree
- Social Security Card (in-person requests only; **DO NOT EMAIL**)

Address/Phone Change

(Currently enrolled students may make these changes on myUNW > Tools > Student > Update Personal Information)

Street Address _____
City, State, Zip

Phone Number

Permanent Address Change

This is your long-term address. It may be your parents' home address, or wherever you live when you are not in school.

Street Address _____
City, State, Zip

Student Signature _____ **Effective Date** _____

Send form and name change documentation to:

University of Northwestern – St. Paul
Attn: Registrar's Office
3003 Snelling Ave N
St. Paul, MN 55113

or FAX to: 651-628-3301

or email to: registrar@unwsp.edu