

**OFFICE OF ACADEMIC RECORDS & REGISTRATION
SLIPPERY ROCK UNIVERISTY
SLIPPERY ROCK, PA 16057
(724) 738-2010**

**Legal Name Change Policy and Request Form
(Will display on legal documents)**

In order to maintain the integrity and accuracy of student records and protect the rights and privacy of students, the university will permit a name change on official records only under the following conditions:

1. The student must provide documentation of the name change by presenting either an original or notarized copy of a court order or decree. Examples of appropriate documentation would be an original or notarized copy of marriage license, original or notarized copy of Divorce Decree, original or notarized copy of Affidavit of Name Change ; OR
2. A student must provide a statement made under oath that he or she has adopted a name which the student is using consistently, nonfraudulently and exclusively. (A copy of an appropriate affidavit may be found on the back of this page.) **THIS NOTARIZED SWORN STATEMENT AND AT LEAST TWO DOCUMENTS OF PHOTO IDENTIFICATION** WHICH WILL SUPPORT THAT THE ADOPTED NAME IS BEING USED CONSISTENTLY, NONFRAUDULENTLY AND EXCLUSIVELY MUST BE SUBMITTED TO THE OFFICE OF ACADEMIC RECORDS & REGISTRATION. Examples of appropriate supporting documentation would include a driver's license and passport. Information on other appropriate supporting documentation may be found below.

Acceptable Documents which can be submitted to the Office of Academic Records & Registration along with this notarized statement

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)
11. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
12. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
13. School ID card with a photograph
14. Voter's registration card
15. U.S. Military card or draft record
16. Military dependent's ID card
17. U.S. Coast Guard Merchant Mariner Card
18. Native American tribal document
19. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed on front:

1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record

BANNER ID _____ NAME _____ NAME/GENDER CHANGE _____
Last Name First Middle

State of _____

SS: _____

County of _____

AFFIDAVIT

Before me, the subscriber, a Notary Public in and for said County, personally came

_____ on this _____ day of _____

20 _____, who being duly sworn and, under penalty of 18 Pa. Consol. Stat. Ann. 4903 regarding a false

swearing in official matters, does say that _____ has adopted the name of

_____ which name is used consistently, nonfraudulently and exclusively.

Signature of Affiant

Sworn to and subscribed

before me this _____ day

of _____, 20 _____.

Notary Public

My commission expires: _____.



SLIPPERY ROCK UNIVERSITY