103 Parker Hall
300 West 13th Street
Rolla, MO 65409-0930
Phone: (573) 341-4181
fax: (573) 341-4362
registrar@mst.edu
http://registrar.mst.edu/

Name Change Form

Missouri University of Science and Technology
Office of the Registrar

*PLEASE CONTACT HUMAN RESOURCES IF YOU ARE AN **EMPLOYEE** OF THE UNIVERSITY OF MISSOURI SYSTEM.*

A student's "name-of-record" at Missouri S&T is defined as the legal name under which the student was admitted to Missouri S&T. Legal name is defined as that name verified by a birth certificate, marriage license, passport, or legal name change document. Students wishing to change their name in their official academic record from the name of record under which they were admitted to Missouri S&T must provide the registrar with legal documentation stating their new legal name.

To request that your academic record reflect a name change, complete and submit the form below, along with supporting documentation, to the Registrar's Office.

PLEASE PROVIDE THE LEGAL DOCUMENT THAT APPLIES:

- Passport
- Birth Certificate
- Marriage License
- Divorce Decree
- Legal Name Change Document
- I-94 (Required for all International Students)

Change Name from: _____
Last Name First Name Middle Name

Change Name to: _____
Last Name First Name Middle Name

☐ Name Change ☐ Name Correction

Missouri S&T Student ID: _____

Social Security Number: _____

Are you currently enrolled at Missouri S&T? _____

☐ Undergraduate Student ☐ Graduate Student

Major Department: _____ Advisor: _____

_____ _____
Student's Signature Date

Hard Copies sent to:
Major Department
Infirmary
International Enrollment (if applicable)

Email sent to:
Student
Instructors
Cashier's
Student Loans
Admissions
Office of Graduate Education (if applicable)
Univ. Advancement
Housing
Police
Financial Aid
Advisor

COPIES OF YOUR LEGAL DOCUMENTS WILL NOT BE DISTRIBUTED