



REQUEST FOR CHANGE OF NAME

PAYROLL SERVICES
 PO Box 641024
 Pullman WA 99164-1024
 Fax (509) 335-1472

SOCIAL SECURITY # _____

WSU ID # _____

*DISCLOSURE OF A SOCIAL SECURITY NUMBER IS VOLUNTARY AND IS NOT REQUESTED PURSUANT TO STATUTORY AUTHORITY. YOUR SSN IS SOLICITED TO ASSIST IN PERFORMING WSU'S FUNCTIONS TO ASSOCIATE THIS INFORMATION TO OTHER FILES, SUCH AS PERSONNEL, PAYROLL, AND BENEFITS, RELATING ONLY TO YOU.

PLEASE CHANGE MY SURNAME ON OFFICIAL ACADEMIC RECORDS. IN SUPPORT OF THIS REQUEST I SUBMIT IDENTIFICATION DOCUMENTS WITH MY NEW NAME IN FULL ON A COURT ORDER, MARRIAGE CERTIFICATE, DISSOLUTION DECREE, PASSPORT, BIRTH CERTIFICATE OR A MINIMUM OF THREE DOCUMENTS AS INDICATED BELOW. I CERTIFY THE FOLLOWING IDENTIFICATION INFORMATION IS TRUE AND CORRECT. (THIS FORM WILL NOT CHANGE THE NAME ON YOUR DIPLOMA).

INCORRECT NAME

LAST FIRST MIDDLE

CORRECT NAME

LAST FIRST MIDDLE

DATE OF BIRTH: _____ <small>MONTH DAY YEAR</small>	ENROLLMENT STATUS <input type="checkbox"/> CURRENTLY ENROLLED <input type="checkbox"/> FORMER STUDENT	CLASSIFICATION <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">UNDERGRAD</td> <td>STAFF</td> </tr> <tr> <td>GRADUATE</td> <td>NON STUDENT EMP</td> </tr> <tr> <td>FACULTY</td> <td>AP</td> </tr> </table>	UNDERGRAD	STAFF	GRADUATE	NON STUDENT EMP	FACULTY	AP
UNDERGRAD	STAFF							
GRADUATE	NON STUDENT EMP							
FACULTY	AP							
VISA TYPE: F1 J1 None <input type="checkbox"/> H1b <input type="checkbox"/> TN								

To change your name *on your diploma*, contact the Registrar's Office at registrar@wsu.edu or phone (509) 335-9506.

➡➡➡➡➡ SIGNATURE _____ DATE _____

SUPPLY ONE OF THESE:		SUPPLY THREE OF THESE:
<input type="checkbox"/> Court Order <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Dissolution Decree <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	OR	<input type="checkbox"/> Social Security Card <input type="checkbox"/> Voters Registration <input type="checkbox"/> Drivers License <input type="checkbox"/> Auto Registration <input type="checkbox"/> Credit Card (1 only)

FOR REGISTRAR'S USE ONLY
<input type="checkbox"/> student folder <input type="checkbox"/> computer file <input type="checkbox"/> x-reference

Payroll Use: if visa type is F1 or J1, they must show passport with new name or you can't accept name change.