

Request for Change of Name on Multnomah University Records for Current Students

Instructions: Please fill out information and return form along with documentation listed below to Registrar's Office. If mailing, send form and copy of documents to:
 Registrar's Office
 Multnomah University
 8435 NE Glisan Street
 Portland, OR 97220

Any request for name change needs to be submitted to the Registrar's office by the first week of September for fall semester or the first week of January classes for spring semester in order for a student's records to reflect the new name. *Each request must be accompanied by proper documentation.* Necessary are:

- current driver's license/I.D. card, or proper identification (student I.D. card) with name as it presently appears on school records
- AND
- marriage certificate or current driver's license OR
- certified copy of court order or marriage dissolution decree

I, _____, request my legal name be

changed **from** _____
 First Middle Last

to _____
 First Middle Last

Reason for change:

- Legal name change
- Maiden name changed to married name

My spouse's name is: _____

Spouse is/was a Multnomah student Yes No

Our marriage date was: _____

- Married name changed to maiden name

FOR OFFICE USE ONLY
 (Initial and date each item when completed.)

<input type="checkbox"/> Student ID # _____	<input type="checkbox"/> Change student file label _____
<input type="checkbox"/> Satisfactory documentation _____	<input type="checkbox"/> File original in student's file _____
<input type="checkbox"/> Change on computer records _____	<input type="checkbox"/> File copy _____
<input type="checkbox"/> Add to list _____	