

NAME CHANGE

Acceptable Forms of Documentation

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

- 1. The student must provide legal evidence of the name change by presenting either an original or notarized copy of a court order or decree. Other documents, such as a driver's operating license do not constitute sufficient evidence.**
2. As an alternative, a student must provide a statement made under oath that he or she has adopted a name which the student is using consistently, non-fraudulently and exclusively. In addition to the sworn statement the student must provide at least two documents of identification, which will support that, the adopted name is used consistently, non-fraudulently and exclusively.

Examples of appropriate supporting documentation include:

List A: Documents that establish both identity and employment eligibility

- a. U.S. Passport (expired or unexpired)
- b. Certificate of U.S. Citizenship (INS form N-560 or N-561)
- c. Certificate of Naturalization (INS form N-550 or N-570)
- d. Unexpired foreign passport, with I-551 stamp or attached INS form I-94 indicating unexpired employment authorization.
- e. Alien Registration Receipt Card with photo (INS form I-151 or I-551)
- f. Unexpired Temporary Resident Card (INS form I-688)
- g. Unexpired Employment Authorization Card (INS form I-688A)
- h. Unexpired Reentry Permit (INS form I-327)
- i. Unexpired Refugee Travel Document (INS form I-571)
- j. Unexpired Employment Authorization Document issued by INS which contains a photo (INS form I-688B)

List B: List that establishes identity

- a. Driver's operating license with photo as issued by a state
- b. ID card issued by federal, state, or local government agencies
- c. School ID card with photo
- d. Voter's registration card
- e. U.S. Military card or draft record
- f. Military dependent's ID card
- g. U.S. Coast Guard Merchant Mariner Card
- h. Native American Tribal document
- i. Driver's operating license issued by a Canadian Government authority

For persons under age 18 who are unable to present a document in List B above:

- a. School record or report card
- b. Clinic, doctor, or hospital record
- c. Day care or nursery school record

Source: INS form I-9