Request for Change of Name, Address, or Social Security Number

STUDENT INFORMATION:

Student ID: __________________________ Phone Number: __________________________

Name: Last __________ First __________ M.I. __________

☐ NAME CHANGE: (Must attach acceptable documentation. Please see the next page for information.)

Change Name to:

Last __________ First __________ M.I. __________

UPDATE EMAIL/WEBADVISOR TO REFLECT NEW NAME: _______ YES _______ NO

Please Note: CT will be contacting you via MU email to coordinate change.

☐ ADDRESS CHANGE:  ☐ Home Address  ☐ Local Address

1. Home Address: This form is not to be used to change residency status (in-state/out-of-state). Resident/Non-Resident questions must be addressed to the Registrar, 224 South Hall.

2. Local Address: This form is not to be used by students living in residence halls or local non-dorm addresses. All changes in residence hall or local addresses must be accomplished by the Student Life and Living Office, 320 Alumni Hall. Completion of this form will not release a student from a residence hall contract.

Home (Address to which billing is mailed):

Address: __________________________________________________________

Street __________

City __________

State __________

Zip Code __________

Phone Number: __________________________

Local (Off-campus address if different from home):

Address: __________________________________________________________

Street __________

City __________

State __________

Zip Code __________

Phone Number: __________________________

This address change makes me (check one):
☐ an Off-Campus Student (local address and home address are different).
☐ a Commuting Student (local address and home address are the same).
☐ a Commuting address only.

☐ SOCIAL SECURITY NUMBER CHANGE: (Must attach copy of Social Security Card.)

Change SSN from Old Number __________________________ to New Number __________________________

REQUIRED SIGNATURE:

Student Signature: __________________________ Date: __________________________

Mail, or Fax Completed Form to: Office of Registrar’s Office, Mansfield University, 224 South Hall, 71 S Academy Street, Mansfield, PA 16933; Fax: 570-662-4122; Phone: 570-662-4202

Continued
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 from 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 from 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