NDSU

NORTH DAKOTA STATE UNIVERSITY

Legal Name Change Request Form

Submit form to: Office of Registration & Records, Ceres 110, NDSU Dept. 5210, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8959
or Bison Connection, 176 Memorial Union, NDSU Dept. 5290, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8297

A Student's BIO-DEMO record, which includes legal name, is created and shared by all North Dakota University System institutions. Therefore, an accurate legal name must be associated with individual academic records, so that official records on file are correct. Upon the student's request and with appropriate documentation, any change to a student's name will be made accordingly.

MINOR NAME CHANGES

The following are considered minor name changes:

- An initial to a full legal name
- A variation of shortened first name to a full legal or formal first name
- The addition of a title

Minor name variations shall be completed by presenting the following documents:

1. Name Change Request Form
2. Government issued photo identification (with correct legal name) or birth certificate (if current legal name is reflected)

MAJOR NAME CHANGES

The following are considered major name changes:

- Change in legal name due to marriage, dissolution of marriage, gender change, adoption, etc.
- Replacement of a middle name with a former name
- Replacement of part, or all of the name, with a different or unrelated name

Major name changes shall be completed by presenting the following documents:

1. Name Change Request Form
2. Copies of legal documentation detailing the name change (i.e. marriage certificate, divorce decree, or court documentation)
3. Updated & signed Social Security Card

Once you have verified your name has been updated in Campus Connection, you may choose to:

- Update your electronic services identifiers (e.g., BlackBoard, email, NDUS user ID). To do so, please contact the NDSU Help Desk at www.ndsu.edu/helpdesk or 701-231-8685 (option 1).
- Contact the Bison Card Center (Memorial Union behind Bison Connection) to obtain an updated Bison Card.

I hereby request that my name, as it appears on my student academic demographic record, be changed as indicated below.
(This change may also appear on academic records created in the ND University System after September 1982, and also converted to the Campus Connection system after July 2004):

Complete Legal Name Last _____ First _____ Middle _____

Most Recent Former Name Last _____ First _____ Middle _____

Other Former Names Last _____ First _____ Middle _____

Student ID# _____ Date of Birth **(mm/dd/yy)** _____ Phone Number _____

E-mail Address _____

Student Signature _____ Date **(mm/dd/yy)** _____

For Office Use Only

Authorization Routing **Approval Signature**

Office of Registration & Records _____

Payroll Office _____