

A Student and Employee's demographic record, which includes primary/legal name, is created and shared by all North Dakota University System institutions. Therefore, an accurate name must be associated with individual academic and payroll records, so that official records on file are correct. Upon the student or employee's request and with appropriate documentation, any change to a student or employee'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 legal name)
3. Updated and Signed copy of Social Security Card.

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 and Signed copy of 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. Black Board, e-mail, NDUS user ID). To do so, please contact the NDSU Help Desk at www.ndsu.edu/helpdesk or 701-231-8685 option 1.
- Contact NDSU Card Center (Memorial Union 174) to obtain an updated NDSU Card.

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

Complete Legal Name: _____
Last Name First Name Middle Name

Most Recent Former Name: _____
Last Name First Name Middle Name

Other Former Names: _____
Last Name First Name Middle Name

Student/EMPL ID: _____ Date of Birth: _____ Phone Number: _____
MM/DD/YYYY

E-mail Address: _____

Student/Employee Signature _____ Date (MM/DD/YYYY) _____

Submit form to ONE of the following offices:		
Office of Registration and Records Ceres 110 NDSU Department 2801 PO Box 6050 Fargo ND 58108-6050 Fax:701-231-8959	Office of HR/Payroll SGC H102 NDSU Department 3140 PO Box 6050 Fargo ND 58108-6050 Fax:701-231-9686	One Stop Memorial Union 176 NDSU Department 5290 PO Box 6050 Fargo ND 58108-6050 Fax:701-231-8297

For Office Use Only:

Office of Registration & Records (re: students) : _____

HR/Payroll Office (re: employees) : _____