

HOBART
AND
WILLIAM SMITH
COLLEGES

Office of the Registrar

Student/Alumna/Alumnus Request for Authorization of Official Name Change

(A request for an official name change must accommodate copy of legal documentation that demonstrates proof of current use of official name. Examples of legal documentation may include a copy of the original driver's license, court order/subpoena, passport or marriage license. The official name will be used on the academic transcript and diploma unless a preferred name change form is completed and submitted to the Registrar's Office for processing.)

I _____ authorize the Registrar
(print **current** official first and last name here)

to change my current official name to _____
(print **new** official first and last name here)

effective immediately. I am requesting that my official record at the Colleges reflect my official

name as indicated above and have provided the required official documentation for the name change to

occur.

Student/Alumna/Alumnus Signature

Date

Copy to:

Office of Financial Aid, Office of Residential Education, Office of the Dean, Office of Institutional
Advancement