



Records and Registration
 1665 Hampshire Pike
 Columbia, TN 38401
 (931) 540-2581
 (931) 540-2830 (fax)

REQUEST FOR NAME and/or SOCIAL SECURITY CHANGE

TO AVOID GRADING ERRORS, IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR INSTRUCTORS OF THESE CHANGES!!!

Copy of driver's license, marriage certificate, or social security card is **REQUIRED** for name changes.

Copy of social security card is **REQUIRED** for social security changes (copy of driver's license is acceptable if SS# appears on license).

Submit completed and signed form with required documentation to the Records Office.

1. Please print your name and social security number as it is currently listed on your academic records:

Name: _____ Social Security # _____

2. **NAME CHANGE** (Print your new name as you wish it to appear on your records.)

_____ / _____ / _____
 Last Name First Name Middle/Maiden

3. If you have filed for graduation and want your new name on your diploma check here _____

4. **SOCIAL SECURITY CHANGE** Old Social Security #: _____ New Social Security #: _____

_____ Signature	_____ Date
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Form will not be processed without signature or without proper documentation

Rev. 04/09

