

# Office of the Registrar Application for Change of Name



SCHOOL OF  
PROFESSIONAL  
STUDIES

Original documentation needed at the time this form is submitted: The signed Social Security Card showing the new name and a valid photo ID (Drivers license, State ID, Passport or Wildcard).

**INTERNATIONAL STUDENTS:** If you are updating your name, country, citizenship or visa status you **MUST** go to the International office to request these changes

\*Only Current students may change their name

ARE YOU AN INTERNATIONAL STUDENT: YES \_\_\_\_\_ NO \_\_\_\_\_

BEFORE YOU SIGN THIS FORM, PLEASE BE AWARE OF THE FOLLOWING:

1. Your records will be imaged, which becomes permanently archived.
2. The name on your records at the time of your graduation or separation from the University is the official name associated with your academic record.
  - A. This name will appear on all transcripts.
  - B. This name will appear on your diploma and in the Commencement bulletin.
  - C. Unless you re-enroll at the University, the name on your records when you leave will be maintained by the University permanently.
3. For Non-International students, University policy requires that name changes must reflect your name as it appears on your Social Security Card.

Please Print Clearly:

I certify that I am currently registered with Northwestern University and that I have read and understand the above University policy on name changes.

Print Former Name: \_\_\_\_\_

Print New Name: \_\_\_\_\_  
LAST FIRST MIDDLE

ID#: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please deliver to  
Northwestern University School of Professional  
Studies  
Office of the Registrar  
339 East Chicago Avenue  
6<sup>th</sup> Floor  
Chicago, IL 60611  
Fax: 312-503-4727

\*For current students unable to submit documentation in person, notarized photocopies of the original documents can be sent via fax (312-503-4727 to the SPS Registrar) or mail (339 E. Chicago Ave. Chicago, IL 60611). Such forms may not be submitted via email due to the sensitive nature of the information contained.