



Registrar's Office  
102 Eder Hall  
4525 Downs Drive  
St. Joseph, MO 64507  
Email: registrar@missouriwestern.edu

**NAME CHANGE FORM**

Students of Missouri Western State University may change their preferred first name or their legal name (first, middle last) in the university's student records system during their attendance at MWSU.

This form along with appropriate documentation (legal name change only) should be submitted to the Registrar's Office in person, by mail or by email. Name changes which are emailed must be submitted from the student's Missouri Western email account. A student signature is required on all requests.

Legal Name Change

- Documentation must be attached. See below for a list of valid documentation that may be used.
- All student records at Missouri Western will reflect this new name.

Preferred First Name Change

- Only the first name can be adjusted through this request.
- Documentation is not required to indicate a preferred first name.
- Missouri Western State University reserves the right to remove any preferred name that is deemed inappropriate.
- See the following policy for the places where a preferred first name will appear – [www.missouriwestern.edu/registrar/namechange](http://www.missouriwestern.edu/registrar/namechange).

Student I.D. Number: G \_\_\_\_\_

Change from: \_\_\_\_\_  
Last First Middle

Change to: \_\_\_\_\_  
Last First Middle

I authorize Missouri Western State University to change my name as indicated above.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

**Valid Documentation:**

1. Current, government-issued ID card such as driver's license, military ID, passport
2. Current, valid Social Security card
3. Certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full

Please allow 48 hours for a name change to be processed. Questions about this form, the process or this policy may be directed to the Registrar's Office.