



# Office of the Registrar Student Name Change Request

[OTR@greenriver.edu](mailto:OTR@greenriver.edu) | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092  
Submit in person or online at [greenriver.edu/upload](https://greenriver.edu/upload) | [greenriver.edu/OTR](https://greenriver.edu/OTR)

## Preferred Name and Contact Information

Your preferred name and contact information including email, phone, and address can be changed through your ctcLink account under the Profile tile. For tutorials on this process, see our [ctcLink Tutorials](#).

## Student Information

Name on file: \_\_\_\_\_  
Last First M.I.

ctcLink ID: \_\_\_\_\_

My name change request is (check one):

Legal: based on a court order or Government Issued Photo ID (copy attached)

Official: not based on a court order

## Legal/Official Name Change

I request the following name to be recorded as my Official Name in the student record system:

New Name: \_\_\_\_\_  
Last First M.I.

I understand that by changing my Official Name on file with Green River College, I hereby confirm the following:

- I am changing my Official Name on file with Green River College without fraudulent purposes and without intent to infringe upon the rights of others.
- I assume any risks associated with a mismatch in my Official Name on file with Green River College and the official or legal name on file with other agencies or institutions, including the Department of Education and the Internal Revenue Service.
- Receiving financial aid can require my official last name on file at Green River College to match my last name at the Social Security Administration.
- Green River College may take additional steps to confirm my identity before approving the name change.
- I understand that the Official Name on file with Green River College will be used and displayed on college-issued diplomas, certificates, transcripts, academic certifications, Veteran Administration documentation, federal requests for information, student employment records, and other official documents/records.

## Signature

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

**\*\*Please allow 2 business days for processing\*\***

Office use only	Processed by: _____ Date: _____
-----------------	---------------------------------

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at [dss@greenriver.edu](mailto:dss@greenriver.edu).

Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](https://www.greenriver.edu/accessibility).