



OFFICE OF THE REGISTRAR OFFICIAL NAME CHANGE FORM

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INSTRUCTIONS

- Fill out the form clearly and completely.
- Sign and date the request.
- Submit the completed form to Office of the Registrar, SA-277, along with photo ID.

STUDENT INFORMATION

SID: _____

Legal Name: _____
Last First M.I.

I request the following name to be recorded as my Official Name in the Student System:

New Official 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 last name 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.
- My name change request is (check one):

☐ based on a court order (copy attached)

☐ not based on a court order

By signing below, I affirm I am the student whose record is being updated and agree to the above name change.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Date: _____ Processed by: _____