

# Request to Change Student Record Information

## Bates College Office of the Registrar and Academic Systems

Current Name: \_\_\_\_\_ Date: \_\_\_\_\_

ID: \_\_\_\_\_ Class: \_\_\_\_\_

### Name Change:

Please print your name change precisely as you would like it to be recorded. Return this form to the Registrar's Office in Libbey Forum. For legal name changes, bring an original form of documentation listed below supporting the requested change. A notarized copy is acceptable in lieu of an original. Original documents will be returned if needed.

I wish my name to be changed to (mark only the fields changing): \_\_\_\_\_ reason:  change  correction

First: \_\_\_\_\_ Middle: \_\_\_\_\_

Last: \_\_\_\_\_ Preferred first: \_\_\_\_\_

Prefix: \_\_\_\_\_ Suffix: \_\_\_\_\_

### Acceptable forms of documentation for legal name change:

- Social Security card
- Current, valid U.S. passport
- Current, valid home country passport
- Court Order granting a name change
- Valid Driver's License or State ID card
- Birth Certificate
- Certificate of Naturalization

### Home Mailing Address Change:

Note your new address clearly below.

Street 1: \_\_\_\_\_  this address change also applies to my parents

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

**I HEREBY REQUEST THAT A CHANGE BE MADE TO MY BATES COLLEGE RECORDS TO REFLECT THE CHANGE NOTED ABOVE:**

Signature: \_\_\_\_\_

Registrar's Office use only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_