**REQUEST FOR CHANGE OF NAME FORM**

Office of the Registrar, 1140 College Drive, Alexandria Hall #146, Pineville LA 71359

318.487.7222 registrar@lacollege.edu

**NOTE: PLEASE PRINT LEGIBLY AND PROVIDE AT LEAST ONE SOURCE OF LEGAL DOCUMENTATION FOR ANY CHANGE OF NAME. YOU MUST ALSO PRESENT YOUR CURRENT STUDENT ID. *Legal Documentation includes, but is not limited to, copies of court decisions pertaining to legal name change, Social Security Card, Driver’s License, or legible copies of a marriage license that has been submitted for filing at the Clerk of Court.*** *Once this form is complete, mail or bring it and copies of the necessary documentation to the Office of the Registrar in Alexandria Hall. NOTE: Name changes are only made effective at start or end of current semester. Requests made after start date will be placed on hold until the end of the semester.*

**Current Term:** (Mark One)[ ] **FALL** [ ] **SPRING** [ ] **SUMMER** [ ] **Other:**Click or tap here to enter text.

**Current Academic Year:** Click or tap here to enter text.

**Student ID#:**Click or tap here to enter text. **Student Email:**Click or tap here to enter text.

**Cell Phone:**Click or tap here to enter text. **Home Phone:**Click or tap here to enter text.

**Mailing Address:**Click or tap here to enter text.

**Mailing City:**Click or tap here to enter text. **State:**Click or tap here to enter text. **Zip:**Click or tap here to enter text.

**Previous Name:**Click or tap here to enter text.

 **LAST/FIRST/ MIDDLE**

**Name Change to:**Click or tap here to enter text.

 **LAST/FIRST/ MIDDLE**

**Reason For Name Change:**Click or tap here to enter text.

 **(ADOPTION, MARRIAGE, DIVORCE, ETC.)**

 Click or tap here to enter text.

Student Signature Date

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**OFFICE USE ONLY:**

Documentation Verified By Date Changes Made in Database