

Request to Change Personal Information

Please fill out this form completely and return it with required information via email, mail, fax, or in person to the Office of the University Registrar. Documents not submitted in person must be accompanied by a copy of your government issued photo ID. If you have any questions or concerns, please contact the Office of the University Registrar prior to submission of this form.

Name _____ Date of Birth _____ Student ID _____

Signature _____ Date _____

Change of Name

To change your name we will need official documentation showing your correct name. This can include your driver's license, marriage certificate, divorce decree, or other court documentation.

Former Name _____

New Name _____

This change of name is due to:

Documentation Submitted:

Incorrect Spelling

Driver's License

Military ID

Legal Change of Name

Marriage Certificate

Passport

Divorce Decree

Court Order

Birth Certificate (for corrections to name only)

Note: If you are seeking to change your social security number in the WVU system, please send an email request to registrar@mail.wvu.edu. Please do not send a copy of your SSN card or include your SSN in the email. Once we receive the request, we will send you a secure link to upload your documentation.

For Office Use Only

Reviewer _____

Date _____