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: ________________

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