



## Address & Name Change Request

### Part One: Student Information

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### Part Two: Change of Permanent Mailing Address and/or Phone

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### Part Three: Change of Legal Name

Attach legal documentation: federally recognized identifications (i.e. passports), state verified driver licenses, court orders arising from a name change proceeding, an adoption, a divorce decree, individual choice or witness protection program; and marriage licenses. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records.

*An unverified state driver license, also referred to as a "Drive Only License," may not be used as acceptable documentation since its issuance relates to the ability to operate a vehicle. It does not establish a legal identity.*

Former Name: \_\_\_\_\_  
*First Middle Last*

New Name: \_\_\_\_\_  
*First Middle Last*

Are you a current CCSU student who has a pending application for Graduation?      Yes      No

If yes, print your name as you would like it to appear on your diploma: \_\_\_\_\_

Once processed by the Office of the Registrar, please contact the IT Help Desk by phone at (860) 832-1720 or by email at [TechSupport@ccsu.edu](mailto:TechSupport@ccsu.edu) if you wish to request a change to your BlueNet username or email address and the Card Office, located in the Willard-DiLoreto Hall, if you wish to have a new BlueChip ID card issued.

**Note: Students who are also employees of CCSU must also provide official name change documentation to HR for the change to be made on official employment records.**

### Part Four: Student Consent

I affirm that I am the above-named person and that the information presented is true.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_