



NAME CHANGE FORM

Students who wish to change their name as it is displayed on Spring Hill College records must submit this form along with documentation of a legal name change such as a court approval of name change, marriage certificate, or divorce decree.

Student ID #: _____

Birth Date (MM/DD/YYYY) _____

Name PRIOR to Change	Current/New Name
First Name: _____	First Name: _____
Middle Name: _____	Middle Name: _____
Last Name: _____	Last Name: _____
Suffix: _____	Suffix: _____

DOCUMENTATION ATTACHED: *Please check the type of document you are providing.*

- | | |
|--|---|
| <input type="checkbox"/> Marriage License | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Divorce Documents | <input type="checkbox"/> Court Order |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Birth Certificate* |

**Birth certificates are used to correct spelling and cannot be used to change your current name back to your birth name.*

- If your request for a change to your name occurs during the semester, it is your responsibility to notify your instructor(s) in writing so that grades are assigned properly.
- To appear on the diploma and/ or commencement program, name changes must be submitted no later than the deadline to apply for graduation.

Please sign below to acknowledge that the information you have entered above is your legal personal information. This form must be accompanied by legal documents supporting the requested changes.

Student Signature (Required): _____ **Date:** _____

Submit this form and the supporting documentation to the Office of the Registrar either in-person, by mail, fax, or email.

4000 Dauphin Street
Mobile, AL 36608
Fax: 251.460.2192 Email: registrar@sch.edu