Winthrop University
Office of Records and Registration

NAME CHANGE
SOCIAL SECURITY NUMBER CHANGE

Please complete the information below and present to the Registration Office Staff with proper supporting documents:

For a Social Security Number Change attach a copy of your Social Security Card.

For a Name Change you will need:

REASON FOR NAME CHANGE	DOCUMENTATION NEEDED
Marriage	**Copy of marriage certificate**
Divorce	**Copy of divorce decree** stating you may resume the use of your maiden name or name confirmed by court.
Incorrect name	**Birth certificate** to correct misspelled name and/or add Jr., III, etc. to name

Name as it appears **now**: _____

Last First Middle

Social Security Number as it appears **now**: _____

. . . . . List Correct Information Below . . . . . .

Name as it SHOULD appear:

_____

Last First Middle

Social Security Number as it SHOULD appear: _____

Student's Signature: _____ Date: _____