

Winthrop University

Office of Records and Registration
126 Tillman Hall, Rock Hill SC 29733, Fax: 803/323-4600

NAME CHANGE/ SOCIAL SECURITY NUMBER CHANGE

Please complete the information below and present to the Office of Records and Registration 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 or new Social Security card
Divorce	Copy of divorce decree stating you may resume the use of your maiden name or name confirmed by court.
Incorrect name	Birth certificate or copy of Social Security card to correct misspelled name and/or add Jr., III, etc. to name
Legal Name Change	Court document showing current and new name

Student ID#: _____

Name as it appears now:

Last First Middle

Name as it SHOULD appear:

Last First Middle

Social Security Number as it appears now: _____

Social Security Number as it SHOULD appear: _____
(only if there is a change)

Student's Phone Number: _____

Student's Signature: _____ Date: _____