



Change of Name on Academic Record Office of the Registrar

Student /alum must provide evidence of two official documents showing a name change, in which one must be a photo identification. Examples might be a passport, driver's license, certified copy of a court order, marriage certificate, or dissolution decree. This form and official documents must be submitted to the Registrar's Office.

Student ID #: _____

Name as Currently Shown on WJC Records: _____

Any Former Names used at WJC or since leaving WJC: _____

Documentation Submitted: _____

Name as it should now appear on WJC records: _____

Current Address: _____

Phone Number: _____

Personal Email Address: _____

For Current students

You are responsible for notifying your instructors and other pertinent members of the WJC community of your name change. WJC strongly recommends that students wait until the end of a semester to request a name change, in order to avoid any interruption in services. **Note:** Students who change their names must also change their WJC email address to reflect the new name.

Print Student Name

Date

Once the form is completed, save a copy to your computer and upload it to the Document Center on your Student Portal
Questions? email us at registrar@williamjames.edu