



## 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.

\_\_\_\_\_  
(Student) Signature

\_\_\_\_\_  
Date