CHANGE OF NAME REQUEST

- Changes are made to record for active applicants only
- Official Documentation is required
- Current Mason students are required to make requests directly to the Office of the Registrar

In order to process this form, the applicant is required to presentation of an original court document, or a notarized copy, recording the marriage or name change, or a government document (from the INS, State Department, etc.) showing the name you wish to use.

I. What type of change are you indicating?
   - Notification of alternate or Maiden Name
   - A permanent change or correction to the name appearing on my record

II. Current Student Information:

   Mason Student ID#: _______________________________

   Former or Incorrect Name: ____________________________________________________________________

   Last (Maiden)   First    Middle Name or Initial

III. Name that should appear on Record

   Family or Surname: ____________________________________________________________

   Given Name(s): _______________________________________________________________
   (This name will appear first on your passport)

   Middle Name: _______________________________________________________________
   (This name will appear second on your passport)

   Suffix (Circle One):   II     III     IV     V     Jr.     Sr.     Other: _____________

IV. Authorization:

   I approve the Volgenau School Graduate Admissions Office to make this name change, and have provided a copy of my government issued ID or court document to support it.

   Signature (Required): ________________________________      Date: ____________________

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Are you an international student on a non-immigrant visa?

   Yes or No
   (Circle One)

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Office Use Only

Date: ________________      Entered By: _______________________

Comments: _______________________________________________