

NAME CHANGE

INTRODUCTION:

The interdependence of system applications utilized by Bowling Green State University requires that a primary name change follow a uniform policy. Employment and Student Academic Records will bear the legal name as it appears on the individual's Social Security Card or Passport.

POLICY:

1.0 Policy

A request to change a name at Bowling Green State University may be made at the appropriate office; Office of Registrations and Records for Students and Office of Human Resources for Faculty/Staff. If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Administration Office (<http://www.ssa.gov/pubs/10120.html#docs>).

To protect the integrity of your records, Bowling Green State University requires your written authorization and documentary proof of the name change. Your written authorization should include your BGSU ID number or your Social Security Number, your former name, your complete new name and your signature authorizing the change.

Students (current and former) may make their request in person or by mail or fax. When making a request in person, an individual need only to provide the appropriate documentation (Social Security Card or Passport) and complete a Name Change Request Form. When making a request by mail or fax, an Individual needs only to complete a Name Change Request form, which may be notarized confirming the appropriate documentation has been provided or copies of the appropriate documentation may be sent with the completed form in lieu of the notarization.

Faculty/Staff must make their request in person. When making a request in person, an individual need only to provide the appropriate documentation (Social Security Card or Passport) and complete a Name Change Request Form.

Documentary proof of your name change entails, with few exceptions, verification of your new name. Documents used to verify your new name or current name include a social security card or a passport. These are the only acceptable documents, whether they are presented in person, mail or fax; or are presented to a notary when requesting the name change by mail or fax. Copies may be provided in lieu of originals.

International Students may not change to names which do not appear on their passports.

2.0 Enforcement

3.0 Terminology

Primary Name - the name (First Name, Full Middle Name, Last Name) provided by an individual to the University at the time of application to become a student or an employee. If necessary, the individual's primary name shall be updated to reflect the legal name appearing on the person's Social Security Card normally collected when the individual applies for federal or state student financial aid or is offered employment with the University.

ADDITIONAL INFORMATION:

Once printed, this policy may be outdated. The official policy can be found at <website address will be completed by Internal Audit>.

Additional statements related to changing other name types (i.e. preferred) will be available in future documentation as more information is available.

08/15/08