



NAME CHANGE REQUEST

Instructions:

1. A request for a name change on official seminary records must be submitted to writing in the Office of the Registrar.
2. A brief statement of reason and **documentation indicating the change must accompany the written request.**
3. Documentation may include: marriage certificate, dissolution decree, court order, driver's license, social security card, voter registration or credit card.
4. Documents used as proof of new name should be brought to the Registrar's Office with the request.
5. Original documents will not be retained by the Registrar's Office.
6. Changes of name are processed only for currently enrolled students and will not be accepted for students who have graduated or otherwise ceased attendance at Wesley Theological Seminary.
7. Allow five working days for records to be changed.
8. A copy of this documentation will be placed in the student's file in the Office of the Registrar, Business Office, Dean's Office, Financial Aid Office, Mailroom and Switchboard.

_____ Wesley ID

		/			/	1	9		
Date of Birth (mm/dd/yyyy)									

Previous Name:

First	Middle	Last

New Name:

First	Middle	Last

Effective Date: _____

Reason for Change: _____

This change has been made at the written request of the student and on presentation of supporting documentation.

_____ **Student Signature**

_____ **Date**

**FOR OFFICE ONLY:
Copy sent to:**

- Business Office
- Dean's Office
- Financial Aid Office

- Mailroom
- Front Desk