



**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**

**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**

<b>FOR OFFICE ONLY:</b>	
<b>Copy sent to:</b>	
<input type="checkbox"/> Business Office <input type="checkbox"/> Dean's Office <input type="checkbox"/> Financial Aid Office	<input type="checkbox"/> Mailroom <input type="checkbox"/> Front Desk