

Southeastern Louisiana University Name Change Form

To change your name, please print and complete the following form. After completing all fields, sign and date it, then mail or fax the form with the required documentation to the Office of Records and Registration. If you are currently enrolled, your new name will not be changed on university records until the end of the current school session. Therefore, please continue to use the name under which you registered throughout this current school session.

Southeastern Louisiana University
Office of Records and Registration
SLU Box 10752
Hammond, LA 70402

Fax: (985) 549-5632

Please print or type your name as it currently appears on University records:

Last	First	Middle/Other
Student ID	Date of Birth	Phone Number

I request that the name on my records be changed to the following:

Last	First	Middle/Other
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Copies of the following items must accompany this form:

- Social Security Card (Name on Social Security Card **must** match your requested new name and card **must** be signed.)

AND

Reason for name change—Copy of legal document(s) must accompany this form:

- Marriage (copy of marriage license required) Divorce (copy of divorce decree required)
- Court Order (copy of court order required)
- Other: _____(copy of legal documentation required)

Please Note: • If your name change is the result of a divorce and a marriage, copies of both the divorce decree and marriage license will be required.
 • If you are an international student on F-1 visa, you are required to notify the International Student Affairs Officer of any name change.

Please make the requested change to my records.

Signature: _____ Date _____
(signature is required)

Please check if you applied for graduation. This request will not change your diploma name that you indicated on your Application for Graduation.