



MOHAWK VALLEY COMMUNITY COLLEGE

1101 Sherman Drive, Utica, NY 13501

Phone (315) 792-5336

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www.mvcc.edu

## CHANGE OF (LEGAL) NAME REQUEST

Two ID's are required (at least ONE PHOTO ID):

Driver's License

Divorce / Marriage Certificate

Court Action

Social Security Card

Passport (required for non-US citizens)

If you are currently an employee at Mohawk Valley Community College, please process your name change through the Human Resources Office, Academic Building, Room 113, Utica. If you have any questions contact the H.R. Office.

If your ONLY status is STUDENT, complete this form and submit to the Office of Records and Registration, Payne Hall, Room 118, Utica, or Plumley Center, Room 117, Rome.

Are you currently a STUDENT at Mohawk Valley Community College?

Are you a Degree / Certificate Candidate?

Previous Last Name (On MVCC Records) \_\_\_\_\_

Previous First Name \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Student M# \_\_\_\_\_ Social Security Number \_\_\_\_\_

NEW Last Name (Family Name) \_\_\_\_\_

NEW First Name, Middle Initial \_\_\_\_\_

Requires at least TWO VALID and ORIGINAL forms of Identification. Both forms of the required identification must show the NEW name.

OFFICE USE ONLY

Received By/Date \_\_\_\_\_

Posted By/Date \_\_\_\_\_