

# Request to Change Legal Name and/or Social Security Number

Which are you attempting to change: Name ( ) SSN ( ) Both ( )

Are you an ECU employee: Yes ( ) No ( )

## ECU Employee (never enrolled at ECU and has no current plans to do so)

Typically, all that is required is to submit legible high quality copies of the following documents (see below). These documents must be submitted along with this form either in person or by fax (580-559-5432) to the Records Office (Admin Building 111). Neither this form or the supporting documentation will be accepted via email.

- Valid Photo ID (showing new name)
- Official Name Change Document (marriage license, divorce decree, court order, etc.)
- SSN Card (showing new name)

## ECU Student (Past/Present/Future – regardless of ECU employment status)

If approved, a name or SSN change will only take place immediately *if not* enrolled for the current academic term. If approved while enrolled for the current term, the change will take place after the current term ends, but before the start of the following term.

Approval to change name or SSN will be dependent upon on the new name, date of birth, and SSN matching any existing FAFSA (Federal Aid Free Student Application) records for the current as well as future academic year. **If a non-match is found your request will be denied.** If denied, you will be notified by email and informed of when you can resubmit for a name or SSN change. How long you must wait before resubmitting your request will depend on your enrollment record and whether the non-matching FAFSA is for the current or the following academic year. ECU will not permit name or SSN changes that conflict with the existing FAFSA record.

To submit your request, the following documents must be turned in along with this form either in person or by fax (580-559-5432) to the Records Office (Admin Building 111). Neither this form or the documentation will be accepted via email.

- Valid Photo ID (showing new name)
- Official Name Change Document (marriage license, divorce decree, court order, etc.)
- SSN Card (showing new name)

*This form will be denied if the letters in your name are not clearly legible.*

Current Name (print full name): \_\_\_\_\_

New Name (print full name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current SSN: \_\_\_\_\_

New SSN (leave blank if not changing SSN): \_\_\_\_\_

Signature: \_\_\_\_\_

*\*Signature must be clearly legible, and must match the current name on file with ECU.*

*Once processed in the Records Office, a notification of the name/ssn change will be sent to the Bursar, Financial Aid, and Employment Services.*