



## Office of the Registrar

TENNESSEE TECH

### NAME CHANGE / SOCIAL SECURITY NUMBER CHANGE FORM

Name of student: \_\_\_\_\_ T#: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (MI)

**Name Change requests require:** Your Social Security Card bearing the new name (or a valid state-issued ID bearing the new name), AND marriage certificate, divorce decree, or court order showing previous name and new name. (If you are employed with the University, you must take your original SSN card to Human Resources for verification).

**Social Security Number corrections require:** Social Security Card. (If you are employed with the University, you must take your original SSN card to Human Resources for verification.)

**Requests without appropriate documentation as stated above are considered incomplete and will not be processed.**

#### Your Name as listed on your TTU record:

\_\_\_\_\_  
(Last) (First) (Middle/Maiden) (Suffix) (Prefix)

#### New, Legal Name (as listed on your required documentation above):

\_\_\_\_\_  
(Last) (First) (Middle/Maiden) (Suffix) (Prefix)

#### Social Security Number correction:

Name (as listed on your SSN card): \_\_\_\_\_  
(Last) (First) (MI)

The SSN (as listed on your TTU record): \_\_\_\_\_ The SSN (as listed on your card): \_\_\_\_\_

Please check all that apply:

Employee: (faculty, administrator, staff) Current  Former

*\*Employee name must match the name listed on your SSN card*

Student: Current\*  GA/Student Worker  F1/J1 Visa (Passport required)  Applied to Graduate

Former  Last Term Attended \_\_\_\_\_

\*Currently enrolled students must also notify instructors of name changes. To obtain a new Eagle Card with new name, please request verification of name change through the Registrar's Office, Jere Whitson 221.

*I certify my name has legally changed as requested and that the supporting documents are true and exact copies of the original. It is not my intent to defraud Tennessee Technological University.*

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