

TNTC

The National Teachers College

OFFICE OF THE REGISTRAR

CHANGE OF NAME REQUEST FORM

Section I.

In order to process a name change request, please read through the helpful guidelines outlined below:

- To request a name change through the College's Registrar's Office, you must be a **currently enrolled student**. Faculty and staff should contact the Registrar directly.
- Legal name changes must be done in person with your Program Director, or in the Registrar's office. Students need to provide one of the following **official documents**: Social Security card, passport, court order, marriage license, or divorce decree. Please note that photocopies are only acceptable if they are notarized.
- Student will also need to **bring a photo ID** (e.g. driver's license, passport, school ID) for verification purposes, along with the Change of Name Request Form.

The only exception made regarding the above documentation requirements, for current students only, is the use of a maiden name. When our records already indicate a maiden name, the change may be made without official documentation.

If you have any questions, please contact the College's Registrar's Office at registrar@thenationalteacherscollege.org. 216-382-8343.

Section II. Student Information

Social Security #: _____ Date: _____

Previous Name: _____
Last First Middle

New Name: : _____
Last First Middle

Student Signature (I certify that all information above is accurate.)

Registrar's Office Only

Date Received: _____ Date Recorded: _____

Registrar's Office Representative: _____