

NAME CHANGE

The name which appears on the student's application for admission is assumed to be the student's legal name and becomes the official name of the student in respect to all documents related to the student's academic record. All requests for change of name may be made in person, via US mail or by fax machine using the procedure outlined below. If a request is mailed or faxed, copies of the needed documents are acceptable as long as a legible copy of the picture ID is included.

Currently Enrolled Students

Currently enrolled students may request a name change via a "Name Change" form, obtained from the Office of the Registrar or via a written request and submitting it along with the following documentation, to the Office of the Registrar:

- 1) An original of the student's social security card *and* a current driver's license with picture or a valid identification card with picture; or
- 2) A valid passport; or
- 3) A copy of a marriage certificate, dissolution decree, or court order *and* a current driver's license or a valid identification card with picture.

Readmitted Students

Students who have been previously enrolled at Seattle University and are applying for readmission to the university will complete the application using their legal name. Circumstances which may have occurred in their absence from Seattle University, such as a change in marital status or other factors which may affect a change in the student's name, do not need to be documented. The name submitted on the application will be considered the student's official and legal name and the student's record will be automatically updated.

Former Students

Former students may request a name change via the "Name Change" form or via a written request and submitting it along with the appropriate documentation as indicated above, to the Office of the Registrar.

A graduate of Seattle University will not be issued a replacement diploma under any name other than the one that appeared on the original diploma without completing the process outlined above.

Students who have been enrolled after 1988: Name changes will be made in the computer system and will be reflected on the transcript.

Students who were enrolled prior to 1988: Name changes will be made initially only to the original transcript. The microfiche record will be tagged and cross-referenced; changes will be made to all microfiche transcripts, as a group, once a year at the time of the purge.

In both cases, only the transcript record will be changed and it will reflect only the most recent name. Other records in the file will continue to carry the original name.