



## LEGAL NAME CHANGE FORM

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Are you currently enrolled?  Yes  No
- Are you planning to graduate this year?  Yes  No
- Were you a student at QCC prior to 1986?  Yes  No

### Legal Name Change

Students who wish to change their legal name as it is displayed in QCC records must submit this form along with documentation of the legal name change such as a **marriage certificate, divorce decree or court probate papers** to the Registrar's Office. Once the name change is processed, the Registrar's Office will notify the IT Service Desk to update the student email address to reflect the change. The IT Service Desk will follow up with the student once done.

### Current Legal Name on QCC Records:

\_\_\_\_\_  
*First* *Middle* *Last*

### New Legal Name:

\_\_\_\_\_  
*First* *Middle* *Last*

Please sign below to acknowledge that the information you have entered above is your correct legal personal information. This form must be accompanied by legal documents supporting the requested changes.

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