



Enrollment Services
125 Michigan Avenue NE
Washington DC 20017
 202.884.9530 fax: 202.884.9524

Request for Name Change

Currently enrolled students: A name change request must be accompanied by appropriate documentation. You must present a social security card that reflects the name you would like your Trinity records to be changed to along with a court order, marriage license or divorce decree as appropriate.
 [For students nearing graduation: please note that your name may not be changed after you graduate. Your diploma will reflect your name of record on the date of your graduation.]
 Alumni/ Former students: The name of record on your academic transcript is "frozen" once you graduate or stop attending. Please contact the Office of Alumnae Affairs to update your name and/or contact information.

Please print clearly.

- I have been enrolled at Trinity (Washington) University under the name of:

First: _____ Middle: _____ Last: _____

- I would like my permanent records to be changed to:

First: _____ Middle: _____ Last: _____

- Date of Birth: ___/___/_____ SSN: _____-_____-_____

- Official Documentation Presented (in addition to social security card):

___ court order ___ marriage license ___ divorce decree

I have read and understand the information included on this form.

Signature: _____ Date: ___/___/_____

Office Use Only:	Date Received: _____	Entered by: _____	Date: _____
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