

Change of Name or Social Security Number

This form should be submitted to a campus Student Services Center for a change of name or Social Security number:

- Social Security numbers are no longer used for student identification, except for veterans benefits or financial aid purposes. However, when a student's legal name or Social Security number is changed, the Student Services Center requires documentation authorizing the change.
 - Diplomas may not be changed or reissued if a change occurs after the graduation application has been submitted, except in cases of natural disaster (such as fire or tornado), printing error, or name changes resulting from gender reassignment. The name, however, can be changed on the current transcript.
 - Mailing address, phone numbers, and emergency contact may be changed online using NovaConnect.
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Student: In the space provided below, please provide your name and Student ID# and the information that you wish to change. Submit the completed form to a campus Student Services Center along with appropriate documentation (see list of options below):

Student ID number: _____

Student name: _____
Last First M.I.

Change to: _____
Last First M.I.

"MYNOVA" Social Security Number: _____ Change to: _____

"MYNOVA" Date of Birth: _____ Change to: _____

Student's signature: _____ Date: _____

STUDENT SERVICES CENTER USE ONLY:

- Documents presented:**
- | | |
|---|--|
| <input type="checkbox"/> U.S. Passport | <input type="checkbox"/> Court Order |
| <input type="checkbox"/> Foreign Passport
Country of origin: _____ | <input type="checkbox"/> Marriage License |
| <input type="checkbox"/> Driver's License:
State: _____ | <input type="checkbox"/> Divorce Decree |
| <input type="checkbox"/> Certificate of Naturalization | <input type="checkbox"/> Social Security Card |
| <input type="checkbox"/> Government-issued ID Card:
Agency: _____ | <input type="checkbox"/> U.S. Military Card |
| | <input type="checkbox"/> Voter's Card |
| Other: _____ | <input type="checkbox"/> Permanent Resident Card |
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Verified by _____ Date: _____ Entered by: _____ Date: _____

Scanned and linked: _____ Date: _____ Initials: _____