



Office of the Registrar

Name, Gender and Social Security Change Form

First Name: _____ Middle Name: _____ Last Name: _____

(AS IT CURRENTLY APPEARS ON ALL KSU RECORDS)

KSU ID: _____ Net ID: _____ @students.kennesaw.edu

Petitioned to Graduate: Yes No

NEW LEGAL NAME:

First Name: _____ Middle Name: _____ Last Name: _____

Check Reason for Change:

- Change of name due to **Marriage** requires an original or certified copy of your marriage certificate or current Social Security card reflecting your new name AND a government-issued photo ID reflecting your new name.
- Change of name due to **Legal Change** requires an original or certified copy of the court order or current Social Security card reflecting your new name AND a government-issued photo ID reflecting your new name.
- Change of name due to **Divorce** requires an original or certified copy of divorce decree or current Social Security card reflecting your new name AND a government-issued photo ID reflecting your new name.
- Change of name due to **Adoption** requires an original or certified copy of court order or current Social Security card reflecting your new name AND a government-issued photo ID reflecting your new name.
- Change of name due to **Spelling Error** requires an original or certified copy of your birth certificate or current Social Security card reflecting your name AND a government-issued photo ID reflecting your name.
- Change of name due to **Gender Change** requires an original or certified copy of the court order AND a government-issued photo ID reflecting your new name.
- Change of **Social Security Number** requires your current original Social Security card (no copies accepted) AND a government-issued photo ID.

OLD SSN: _____

NEW SSN: _____

Student Signature: _____ **Date:** _____

Return this form to the Office of the Registrar In-Person Marietta, building B or Kennesaw Hall, Rotunda. Students will be notified via their KSU student email account once the information has been updated.

Acceptable Government Issued Photo ID's are as follows:

Driver's License issued by DMV, U.S. Passport, U.S. Passport Card, U.S., Permanent Resident Card, Foreign Government-Issued Passport, Immigration and Naturalization Service Employment Card (I-766), Certificate of Naturalization

Office of the Registrar Use Only

Initials: _____ Date: _____

Comments: _____