



## 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

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**Office of the Registrar Use Only**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_