



1701 North State Street, Campus Box 150436  
Jackson, MS 39210-0001  
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Email: [records@millsaps.edu](mailto:records@millsaps.edu)  
Office: Academic Complex, Room 142  
Phone: 601-974-1120

### CHANGE OF LEGAL NAME FORM

If a student changes their legal name and needs to inform the College, they must fill out a legal name change form in the Office of Records. The form must accompany a copy of their updated social security card and another official document (such as a court order/marriage license or state driver's license).

Unless alumni want to change their official records (for academic transcript and diploma purposes), the Office of Records only changes names for currently enrolled students. Legal name changes for alumni should be forwarded to Institutional Advancement.

SSN: \_\_\_\_\_

Student ID: \_\_\_\_\_

Former Legal Name (L, F, M): \_\_\_\_\_

New Legal Name (L, F, M): \_\_\_\_\_

What official documents are you attaching? \_\_\_\_\_

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#### For Office Use Only

Signature of Records Staff who entered change into system and changed name on the physical folder:

\_\_\_\_\_

Date processed: \_\_\_\_\_

Date notification was sent to Business Office and Financial Aid: \_\_\_\_\_