



OHIO VALLEY  
UNIVERSITY

*For Learning. For Faith. For Life.*

## Name Change Request

**Future Term Applicants-** Name changes may be made prior to the beginning of the term, by contacting the Admissions Office at 304-865-6200.

**Former or Currently Enrolled Students (includes NCJC)** – Name change requests may be submitted with required documentation:

- In person – Office of the Registrar, Stotts Administration Building, Room 124
- By fax: 304-865-5908
- By mail –Office of the Registrar, Ohio Valley University, 1 Campus View Drive, Vienna, WV 26105

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*Please read carefully. This request will not be processed if required information is not provided.*

### Documentation required for a former or currently enrolled student's name change:

1. A signed name change request form must be accompanied by a copy of the legal document authorizing the change of name (i.e. marriage license, divorcee decree, adoption papers, court order, etc.) **NOTE: A copy of a driver's license reflecting the new name is NOT acceptable documentation.**
2. **Financial Aid Applicants** must also submit a copy of the new Social Security card reflecting the applicant's new name. **NOTE: If a copy of the new card is not yet available, a copy of the receipt indicating that a request for a new Social Security Card has been submitted is acceptable.**
3. **International Students** (any student with an assigned Student ID number and a Visa type of F1, F2, or J1,J2) are not required to provide the documentation listed under item #1. They must provide a copy of their new passport that reflects the new name. The passport must be issued by their country of citizenship. Additional F1 or F2 students must have a copy of the new I-20 reflecting the new name and J1 or J2 students must have a copy of their D.S.2019 reflecting the new name. (students should contact the University Designated School Official regarding a new I-20 or D.S.-2019)

*Please Type or Print Information Requested Below*

Student ID# (if unsure, provide Social Security #): \_\_\_\_\_

Change FROM: \_\_\_\_\_  
(First, Middle, Last Name)

TO: \_\_\_\_\_  
(First, Middle, Last Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_