

Request for Change of Name

Clark University allows current students to change the name on their academic record for the following reasons: marriage, divorce, legal name change, or correction of an error. All requests must be accompanied by the student's Clark OneCard as well as one of the following forms of documentation for verification of the legal name change:

- Social Security Card issued in new name
- Birth Certificate
- Marriage Certificate (indicating new name)
- Divorce Decree (indicating new name)
- Legal Name Court Order
- Valid passport issued in new name

Please complete items A-E below and return the completed request form in person to the Registrar's Office, 939 Main Street, Room 305, Alumni Student Engagement Center, or by mail to Registrar's Office/Clark University/950 Main Street/Worcester, MA 01610.

A) Clark University ID#: _____

B) Current Name on Record:

Please print the name that currently appears on your Clark University academic record.

Last Name	First Name	Middle Name/Initial
-----------	------------	---------------------

C) New or Corrected Name:

Please print the name that you would like to appear on your Clark University academic record.

Last Name	First Name	Middle Name/Initial
-----------	------------	---------------------

D) Reason for Change:

Please check one.

Marriage or Divorce Legal Name Change Correction of Error Other: _____

E) Signature

Please sign below to authorize your name change on your academic record.

Signature of Student	Date
----------------------	------

Note: The official name on an academic record cannot be changed after a student has graduated or is no longer enrolled at Clark University. The name that appears in the system is the name that will appear on your diploma and any other official document that may be issued by Clark University.