

Office of the Registrar
Student Information Change Form

(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)

Name: _____ **PWID #:** _____

Campus Email: _____ **Phone #:** _____

Legal Name Change:

Previous Name (First, Middle, Last): _____

New Name (First, Middle, Last): _____

Reason for Legal Name Change: Marriage Divorce Decree Certified Court Order Other

Student must provide legible copies of the appropriate documentation (listed below) to complete your name change:

- Driver's License (showing new name) or Government issued Photo ID
- Marriage License
- Court Document (Divorce/Legal Name Change)

Permanent Address Change:

Old Address:

Street:	
City:	
State:	Zip:
Phone:	

New Address:

Street:	
City:	
State:	Zip:
Phone:	

Please Note: If you are changing your address from out-of-state to in-state, this change request does not automatically change your residency, you must submit a Residency Class Appeal request. Please contact: Registrar@pennwest.edu for more information.

If your request is from in-state to out-of-state, your residency will automatically be changed to out-of-state which will increase your tuition. This change will take place in the next available semester.

Student Signature

Date

Instructions:

- Student to complete application and uploaded to the Office of the Registrar Security FTP site via this [link](#).
- Please follow naming convention of: TERM_PWID_STUDENT INFORMATION CHANGE
 - Example: 202230_P11100023_STUDENT_INFORMATION_CHANGE