

Name Change Form

All name change requests must be submitted with an original or a certified copy of your passport page. You must meet with the international student advisor with a copy of your updated passport showing the name change before submitting this form to the Registrar's office. We do not require documentation to add/delete a hyphen, space, apostrophe, or to abbreviate a middle name to initial; simply contact the Registrar's office if this is your request.

DATE: _____ **PROGRAM:** _____ **CLASS YEAR** _____

FORMER NAME:

LAST NAME: _____

FIRST NAME: _____

NEW NAME:

LAST NAME: _____

FIRST NAME: _____

REASON FOR NAME CHANGE: _____

(attach supporting documentation)

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

TO BE COMPLETED BY KGI OFFICIALS

OISS INITIALS: _____ **DATE:** _____

REGISTRAR'S INITIALS: _____ **STUDENT FILE:** _____ **TRANSCRIPT:** _____

DOCUMENT ATTACHED: (YES/NO)