

To update your address, complete Section 1. To change your name, complete Section 2. Submit the completed form to the Registrar's Office at Registrar@UWest.edu

You may also submit address changes through the student portal.

Requests for name change should be submitted in person with the accompanying documents.

Last Name _____ First Name _____ Middle _____
Student ID _____ Date Submitted _____
Signature _____

Section 1: ADDRESS and/or PHONE NUMBER CHANGE

F-1 STUDENTS: You must also submit your change of address through SEVIS in addition to submitting this form to UWest.

Contact the International Student Services Department for assistance.

New Street Address _____
City _____ State _____ Zip Code _____
Home Phone _____ *Cell Phone _____ Work Phone _____
UWest Email _____ Secondary Email _____

Section 2: LEGAL NAME CHANGE

MY NAME HAS LEGALLY BEEN CHANGED TO:

Last _____ First _____ Middle: _____

- Your name cannot be changed without this written and signed request. No second party notification of a name change will be accepted.
- Proof of former and new name must be submitted using the following pieces of identification:
 - legal court document *or*
 - passport *or*
 - marriage license *and* social security card
- You are required to bring the original document(s) to the Registrar's office. The document will be copied for your file and the original returned to you.
- If a name change occurs during a term, the student is responsible for notifying instructors after submission of this form to the Registrar.
- To appear on the diploma, name changes must be submitted by the last day in attendance. Name changes submitted after a diploma is printed require submission of a Diploma Reorder Form and payment of the diploma replacement fee.

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Office Use Only

Record Updated By: _____ Date: _____

*HAVE YOU SIGNED UP FOR EMERGENCY ALERTS?

UWest maintains the Zen Alert System to notify the community immediately in the case of a campus-wide emergency. All current members of the UWest community are advised to sign up to receive alerts.

To sign up, email the following information to eas@uwest.edu.

1. Full legal name
2. Cell phone number and provider
3. UWest email address and/or personal email address

If you are signed up for Zen Alerts but have changed your cell phone number or provider, be sure to email eas@uwest.edu to update your information.