



(07/21)

## Change of Name Request

### Instructions:

Thank you for keeping our office informed of your legal name. Please present to the Lee University Records Office **this form ALONG WITH a legal document** to verify the name change, such as a marriage license, adoption papers, divorce papers, or court order to change your name. The Records Office will make a copy of this legal document for your permanent file and will process your request. You may choose **one** of the following delivery methods:

- [Current Students only: Click this link \(or Hold Ctrl and Click\) to upload this document.](#)  
[\\*Make sure to select Registrar and Records.](#)
- Hand deliver in person to Records Office, Admin. Bldg. Rm 125
- Fax to 423-614-8204
- Mail to Lee University Records Office, PO Box 3450, Cleveland, TN 37320-3450

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_ Last 4 of SSN#: \_\_\_\_\_

Print Full Name Previously Reported:

---

Print Full Name Change:

---

Reason for Change:

---

Note: A copy of the legal document(s) must accompany request.

If name is changing for marriage, list the **name of spouse** if they're also a Lee University alumnus:

---

(Spouse's name)

**Office Use Only:** Changed in Colleague (Check): \_\_\_\_\_ In Vault File: \_\_\_\_\_ Initials: \_\_\_\_\_ Date \_\_\_\_\_