

LEE UNIVERSITY

(02/19)

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:

- 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 SS#: _____

Print Full Name Previously Reported:

Print Full Name Change:

Reason for Change:

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

If change for marriage, list name of spouse if also a Lee University alumnus.

Spouse's name

Your Signature: _____

For Office Use Only

Initial upon completion:

_____ Computer changed _____ File changed

_____ Academic Services notified