

# CHANGE OF NAME

I have previously been known as \_\_\_\_\_

and now desire to be known as \_\_\_\_\_

\_\_\_\_\_  
Signature

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

SEAL \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Notary's Address

\_\_\_\_\_  
My Commission Expires

## NAME CHANGE POLICY

Because of its concern over the accuracy of records, Western New England University will abide by the policy in regard to student name changes:

The name entered by a student on their Application for Admission, and later carried on the Academic Card, will be regarded as the official listing of their name. The Director of Admission will bear responsibility for insuring that full names are reported on the Application.

Students shall have the opportunity, however to request that minor name alterations be incorporated on the diplomas. Such alterations would include the shortening or reduction to initials of the first and middle names, the elimination of the middle name, or combinations thereof. Requests for name changes on diplomas must be submitted to the Registrar's Office by the deadline to apply for degrees. Requests received after that date cannot be honored. Instead, for a fee of fifty dollars the University will provide a diploma incorporating the desired change after Commencement.

Those students who wish to make actual changes in their first, middle, or last names because of marriage or other reasons must present to the Registrar's Office a notarized statement attesting to that change. Such changes will be noted on the student's permanent record; the original name will also be retained. Students who change their names after graduation must file a notarized change of name form with the Registrar's Office before the University will issue transcripts on their behalf.