Change of Name Form

To officially change your name, please print and complete the following form. After completing all fields, sign and date it, then mail or fax (no cover sheet necessary) the form to the NSU Office of Records and Registration. If you are currently enrolled, your new name will not be changed on university records until the end of the current school session. Therefore, please continue to use the name under which you registered throughout this current school session.

Nicholls State University
Office of Records and Registration
P.O. Box 2059
Thibodaux, LA 70310

Fax: (985) 449-7060
Phone: (985) 448-4153

Please print or type your name as it currently appears on University records:

________________________________________________________________________
Last First Middle/Maiden

Social Security number ___________________________ Date of Birth ___________________________

I request that the name on my records be changed to the following:

________________________________________________________________________
Last First Middle/Maiden

Mailing address: __________________________________________________________
Number and Street

City State Zip Code

Reason for name change:
*Married (date) _______________________________________________________
*Divorced (date) _______________________________________________________
*Other (explain) _______________________________________________________

*A Copy of official documents must be presented in order for a name change to become effective. Examples include a marriage license, divorce decree, birth certificate, or passport. Note that a driver’s license and Social Security card are not acceptable.

New Signature: ___________________________ Date: _____________