REQUEST FOR NAME CHANGE 
ON OFFICIAL UNIVERSITY RECORD

- If you are a current university employee, a university retiree, or have been employed by the university within the past tax year and want to change your name, you must go to the Human Resources office, Sam Ingram Bldg., Rm. 204, and present a Social Security card that has your new name on it.

- If you are a current student, please fill out the information below and provide legal documentation of a name change that may include Social Security card, court-ordered document, marriage certificate, birth certificate, divorce decree, driver’s license, passport, permanent resident card, or naturalization papers.

- Return, with documentation, to Records, SSAC 150, email records@mtsu.edu, fax to (615) 898-5538, or mail to Registrar’s Office, SSAC 150, 1301 E. Main Street, Murfreesboro, TN 37132.

M#, if known: ____________________ Email: _____________________________ Phone: ____________________

Print your name as it is currently listed on your MTSU record:

(last) _______________ (first) _______________ (middle or maiden, if applicable) _______________

Print your new/corrected name, as supported by your attached documents:

(last) _______________ (first) _______________ (middle or maiden, if applicable) _______________

- CURRENTLY ENROLLED STUDENTS: You must notify your instructors that your name has changed on their class rolls. Your mtmail email address does not change.

- FINANCIAL AID APPLICANTS/RECIPIENTS: I understand that my name on my official university record and my legal name must match in order for me to receive financial aid.

- STUDENTS WHO HAVE APPLIED FOR GRADUATION: Your diploma name will NOT automatically update. To request a diploma name change you must notify records@mtsu.edu after you have received an email that your name change has been processed by a Records clerk.

I assume responsibility for the consequences or problems that may occur as a result of this change of my name. It is not my intent to defraud Middle Tennessee State University. My signature below indicates that I understand the above statements.

Signature: _________________________________________________ Date: ____________________

Middle Tennessee State University, in its educational programs and activities involving students and employees, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran or genetic information.