

A student's name of record includes first name, middle initial or full middle name, and the last (surname/family) name. The Seminary will update official records to reflect the legal name of a currently enrolled student in writing accompanied by evidence of the legal basis for the change. A record of the previously recorded name will be maintained, but all official documents will be released under the updated legal name.

Records, including diplomas and transcripts, will not be amended for students who have graduated or withdrawn from Western Seminary.

Name Details

Full Previous Name _____
First, Middle, Last (Surname/family name)

Full New Name _____
First, Middle, Last (Surname/family name)

Student ID _____ Phone Number _____

Date of Birth _____ Preferred Name _____

Verification Documentation

Due to state laws, we cannot change your name on your school records without a written request. In order for Western Seminary to officially change your records, we need to receive (1) this form accompanied by (2) a copy of a government issued document with your new legal name listed. Required government documentation may include:

- Copy of your Social Security card with your new name
- Court issued document
- State driver's license or ID Card
- Passport
- Marriage License (with new name)
- Divorce decree

If this form is hand-delivered to the Registrar's Office, the verification document must be presented. If the form is submitted via email, it must be sent from the student's Western Seminary email address.

By signing below, I am requesting that Western Seminary change my school records to include my new name. I verify that the full new name listed above, as well as the accompanying documentation, are true and accurate representations of my legal name.

Signature _____ Date _____

PORTLAND CAMPUS
Registrar@WesternSeminary.edu
5511 SE Hawthorne Blvd
Portland, OR 97215-3367
(503) 517-1800