



STUDENT NAME CHANGE FORM

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax
P.O Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

Complete this form to request name change on official school records. Documentation is required.

LAST NAME FIRST NAME M.I.

STUDENT ID -OR- SOCIAL SECURITY NUMBER

PHONE NUMBER (INCLUDING AREA CODE)

DATE OF BIRTH

FORMER NAME

LAST NAME FIRST NAME M.I.

LEGAL DOCUMENTATION

Legal documentation and a Picture ID must be provided for a name change.
Please submit a copy of **one** of the following items showing your NEW name:

- Certified Court Order granting name change
- Drivers License or State issued ID Card
- Military ID Card
- Marriage Certificate
- Passport
- Social Security Card
- Permanent Resident Card

- Error/Typo (Check all that Apply)
- First Name
- Last Name
- Birth Date
- Social Security Number

REQUEST TO CHANGE CWI EMAIL ADDRESS

When a name change or correction affects a student e-mail account Information Technology will place a 30-day deletion hold on the previous student e-mail account. This will give students time to forward or print existing e-mail from the previous account. The new student name account will immediately be used for all correspondence from CWI via Blackboard, Administration or Student Services. Students may also want to remove/move any Skydrive data related to the previous Windows Live ID.

SIGNATURE

I request that my name be changed in official school records in accordance with the College of Western Idaho's policy on this form.

STUDENT SIGNATURE

DATE

Initials of One Stop Staff

*CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with College of Southern Idaho (CSI).
CSI is accredited through The Northwest Commission on Colleges and Universities (NWCUU).*