

# NAME CHANGE REQUEST

(Please print)

Full Name \_\_\_\_\_

Maiden/Former Name \_\_\_\_\_ Student ID or SSN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for change  marriage  divorce  error on records  other

No documentation is needed if there is an error (misspelling) on your VU records. A copy of your marriage license, final divorce decree indicating maiden or former name restored, or **other court document indicating a legal name change has occurred must accompany this form.** To change your name on your Vincennes University records due to marriage, the marriage must have occurred while you were enrolled at Vincennes University or during the application for admissions process.

X \_\_\_\_\_ Date \_\_\_\_\_  
*Student signature*

## **MYVU QUESTIONS:**

Login name you are using to access MYVU \_\_\_\_\_

Name as it currently appears on MYVU \_\_\_\_\_

## **BLACKBOARD QUESTIONS:**

Are you taking any course that uses Blackboard?  Yes  No

If yes, please indicate the course, section number and CRN (Course Reference Number)

Please allow one week for this change to occur. You will be notified via email or telephone when we have made this change. Please indicate below how we can best reach you:

Email address (other than MYVU) \_\_\_\_\_

Telephone \_\_\_\_\_

**I understand that by making a change to my MYVU login name, I will lose all existing email.** It will be my responsibility to notify others that my MYVU email address has changed.

X \_\_\_\_\_ Date \_\_\_\_\_  
*Student signature*

***Your MYVU email address will not be changed unless you sign on both student signature lines.***

### **Office Use Only:**

Records	Name: _____	Date: _____
MIC	Name: _____	Date: _____
Blackboard	Name: _____	Date: _____