



MADISON COLLEGE

Name Change Form

INSTRUCTIONS - This form is to be submitted by the student to declare a change of name for academic record purposes or the addition of a preferred first name. Original or certified copy of official legal documentation must be submitted along with this form, such as a driver license, social security card or official court document, in order to change the legal name.

STUDENT INFORMATION:

Student ID _____ **OR** DOB _____
Phone Number _____ Update phone number on file

CURRENT Name on Record (Please print legibly):

Last _____ First _____ Middle _____ Suffix (e.g., Jr., II) _____

NEW Legal Name:

Last _____ First _____ Middle _____ Suffix (e.g., Jr., II) _____

NEW Preferred First Name. NOTE: This will only be recognized in self-service centers and BlackBoard.

NEW Preferred First Name: _____

By signing, I certify that this declaration is made for purposes of updating my academic record at Madison College.

Signature _____ Date _____

SUBMISSION INSTRUCTIONS:

Please sign and submit your completed form in **one** of the following ways: This form is not accepted by fax.

In-person (preferred): Enrollment Services - Truax Campus, Rm. A1000 or any regional or metro campus

Email: Send to enrollmentservices@madisoncollege.edu and **must** include a copy of drivers license or state issued identification card.

Please allow 5 business days for processing of a name change.

To have your Madison College email address and myMadisonCollege username updated to reflect a legal name change, please contact the Technology Services Help Desk at (608) 246-6666.

Questions? For assistance with this form, call Enrollment Services at (608) 246-6210 or visit in-person.