

Name Change Request

(Student Records)

Student records are maintained under the name provided on the Application for Admission. Thereafter, a change of name on official academic records is made only when an accepted request for name change and supporting documentation is received by the Registrar's Office via:

Fax

605-688-6384

Mail

Registrar's Office
ESC Box 511A
Brookings, SD 57007

In Person

Registrar's Office
Enrollment Services Center
1175 Medary Ave.

Documentation required: Marriage certificate, court order, or notarized affidavit. *Drivers license is **not** acceptable documentation.*

Contact Information

DATE

STUDENT ID

PHONE NUMBER

CURRENT NAME ON RECORD

(LAST, FIRST, MIDDLE/MAIDEN)

PHYSICAL ADDRESS

Name Change Information

NEW NAME

(LAST, FIRST, MIDDLE/MAIDEN)

Your Jacks email address and WebAdvisor User ID will be changed to reflect your new name. You will receive an email when the name change has been implemented with more information on when your login credentials will change.

SIGNATURE – **FORMER NAME**

SIGNATURE – **NEW NAME**



**SOUTH DAKOTA
STATE UNIVERSITY**

Office of the Registrar

Hours: 8 a.m.-5 p.m., Monday-Friday
SDSU.registrar@sdstate.edu | 605-688-6195
sdstate.edu/records-registration
Enrollment Services Center
1175 Medary Ave., Box 511A