

**Name of Record Change Request**

Current students requesting a name change on their academic records are required to submit this form along with one of the following documents:

- Copy of marriage license
- Copy of court order authorizing the name change (i.e. divorce decree)
- Non-U.S. citizens may provide a copy of his or her passport

**Previous Information:**

**New Information:**

First name: \_\_\_\_\_

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Last name: \_\_\_\_\_

Submission of this form, along with proper documentation, authorizes the University to make appropriate changes to the academic records of the student. This change will be reflected in the student’s ATSU email and portal account.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form, along with the required documentation to:  
 A.T. Still University, Enrollment Services  
 800 W. Jefferson, Kirksville, MO 63501  
 p: 660.626.2019, f: 888.676.6701, e: [enrollment@atsu.edu](mailto:enrollment@atsu.edu)

**NOTE:** Students who are employees (including work study) must also notify Human Resources of the change in name. Please contact HR for more information at [hr@atsu.edu](mailto:hr@atsu.edu).

**Gender of Record Change**

Students who wish to also change their gender of record to a different gender at this time may do so by selecting one of the options below. No documentation is needed.

Female

Male

Undecided

If a student wishes to change their gender data at any time, they may do so by emailing Enrollment Services at [enrollment@atsu.edu](mailto:enrollment@atsu.edu) and indicating one of the three options above. The request must come from the student’s ATSU email address. No documentation for this change is needed.

Office use only:  
 \_\_\_ Enrollment Services  
 \_\_\_ Finance Office