

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, Registrar’s Office
 800 W. Jefferson, Kirksville, MO 63501
 p: 660.626.2356, f: 888.676.6701, e: registrarsoffice@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.

Gender of Record Change

Students who wish to also change their gender of record to a different gender 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 the Registrar’s Office at registrarsoffice@atsu.edu and indicating one of the three options above. No documentation for this change to the student record is needed.

Office use only:
 ___ Student Financial Services
 ___ Controller’s Office