



Address & Name Change Request

Part One: Student Information

Name: _____

Student ID#: _____

Part Two: Change of Permanent Mailing Address and/or Phone

Street: _____

City: _____

State: _____

Zip Code: _____

Home Phone: _____

Cell Phone: _____

Part Three: Change of Legal Name

Attach legal documentation: federally recognized identifications (i.e. passports), state verified driver licenses, court orders arising from a name change proceeding, an adoption, a divorce decree, individual choice or witness protection program; and marriage licenses. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records.

An unverified state driver license, also referred to as a "Drive Only License," may not be used as acceptable documentation since its issuance relates to the ability to operate a vehicle. It does not establish a legal identity.

Former Name: _____
First Middle Last

New Name: _____
First Middle Last

Are you a current CCSU student who has a pending Application for Graduation? Yes No

If yes, print your name as you would like it to appear on your diploma: _____

Once processed by the Office of the Registrar, please contact the IT Help Desk by phone at (860) 832-1720 or by email at TechSupport@ccsu.edu if you wish to request a change to your BlueNet username or email address and the Card Office, located in the Willard-DiLoreto Hall, if you wish to have a new BlueChip ID card issued.

Note: Students who are also employees of CCSU must also provide official name change documentation to HR for the change to be made on official employment records.

Part Four: Student Consent

I affirm that I am the above-named person and that the information presented is true.

Student Signature: _____ Date: _____