DALLAS INTERNATIONAL UNIVERSITY

NAME AND/OR ADDRESS CHANGE FORM

A student who changes a local or home address after registration or who marries (documentation required) after enrollment at Dallas Int'l is expected to notify the Registrar of this change immediately.

Student's Name *(Print)*: _____

Student ID or SS #: _____

I request a change to the information contained in my education records.

Change of Name

My previous name was: _____

My new name* is:_____

*Change of name requires documentation

Current and former Dallas Int'l students may request a change of name on their student records, including but not limited to academic transcripts, with appropriate documentation. Current and former students who request a change of name on their records must provide to the Registrar's Office, in person, the original legal document which verifies the change of name requested. These original legal documents would include a **driver's license, social security card, passport, a valid marriage license issued by a county or city clerk, or a divorce decree from a court of law and/or a change of name decree from a court of law**. A copy of this original document will be made by the Registrar's Office and retained in the student's file.

For those current and former students who are unable to produce an original legal document to the Registrar's Office in person, a legally certified copy of the original document verifying the change of name may be mailed to the Registrar's Office. The certified copy will be retained by the Registrar's Office in the student's file.

Change of Address

My new address (or other contact information) is:

_____	_____	_____	_____
Local/Campus Address	City	State	Zip Code

Local/Campus Phone #: _____ E-mail Address: _____

Cell Phone #: _____ Work Phone #: _____

Student's Signature: _____ Date: _____