



Office of the Registrar

2000 Clayton State Boulevard
Morrow, GA 30260-0285
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www.clayton.edu

NAME, GENDER, OR SOCIAL SECURITY CHANGE REQUEST

Prior Last Name

Prior First Name

Prior Middle Name

New Last Name

New First Name

New Middle Name

Laker ID

Email Address

Telephone Number

Have you submitted a graduation application? No Yes* *If yes, for which term? _____

*Please note that your legal name on record at Clayton State University will be the name printed on your diploma.

Select the reason for the change:

- Marriage—Requires an original or certified copy of your marriage certificate **OR** a government-issued photo ID reflecting your new name.
- Legal Change—Requires an original or certified copy of the court order **OR** a government-issued photo ID reflecting your new name.
- Divorce—Requires an original or certified copy of the divorce decree **OR** a government-issued photo ID reflecting your new name.
- Adoption—Requires an original or certified copy of the court order **OR** a government-issued photo ID reflecting your new name.
- Spelling Error—Requires an original or certified copy of your birth certificate **OR** a government-issued photo ID reflecting your name.
- Gender Change—Requires an original or certified copy of the court order **OR** a government-issued photo ID reflecting the change.
- Social Security Number—Requires your current Social Security card (no copies) **AND** a government-issued photo ID.

Old SS Number: _____ New SS Number: _____

Signature _____ Date _____

Acceptable Government-Issued Photo IDs:

Driver's license issued by DMV, US passport, US permanent resident card, foreign government-issued passport, Immigration and Naturalization Service Employment Card (I-766), Certificate of Naturalization