



Name Change Request Form

Changing Your Legal Name?

Here's What You Need To Do:

In order to change your name in our system, please provide legal documentation to Registration and Records as evidence of your name change.

Acceptable legal documentation includes:

- A copy of any official court document.
- A copy of government issued ID with your NEW name on it.
- A copy of government issued ID with your OLD name on it.

Please send completed form with proof of name change (at least two documentations listed above) to Registration and Records at registrar@ketchum.edu

Current Name on Record:

New Legal Name:

College/School: SCCO SPAS COP

Class Year:

Contact Number:

Type: Cell Home

I understand that it may take up to 5 business days for it to change throughout the MBKU systems.

Signature: _____

Date: _____

Office Use Only

Date Jenzabar Updated:

Date Change Notification Sent: