

## Change of Name or Directory Information

Date: \_\_\_\_\_

Full name: \_\_\_\_\_ ID# \_\_\_\_\_

MHSL Email Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

*Electronic signatures can be accepted only if form is sent through the Mitchell Hamline email system*

### **Legal Name Change**

Please note that name changes require documentation of legal name change and must display your new legal name. If your documentation does not display your new legal name, additional documentation that does display your new legal name is required.

Fill in the blank with the type of documentation provided (i.e copy of marriage license or divorce decree) and email together with this form \_\_\_\_\_

### **Previous Name:**

First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last: \_\_\_\_\_

### **Change to:**

First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last: \_\_\_\_\_

### **Preferred Name Update**

Your preferred first name appears in Canvas.

Update my preferred name to the following: \_\_\_\_\_

### **Change in directory information:**

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Home Phone: \_\_\_\_\_

New Work Phone: \_\_\_\_\_

New personal E-mail: \_\_\_\_\_

Please return your completed form to the Registrar's Office  
registrar@mitchellhamline.edu

Office use only

Date Received \_\_\_\_\_

Date Entered \_\_\_\_\_

Completed By \_\_\_\_\_

Updated August 2024