



## NAME/ADDRESS CHANGE FORM

Completed forms can be scanned and emailed to [registrar@regent.edu](mailto:registrar@regent.edu), faxed to 757.352.4033, dropped off or mailed to the Registrar's Office (Student Center, Suite 218)

### NAME CHANGE

**(\*\*Attention: This form must be accompanied by legal documentation, i.e., marriage license, court papers, or Social Security card.)**

Genisys ID: \_\_\_\_\_ School: \_\_\_\_\_

Student Worker/Graduate Assistant?  Yes\*  No **(\*If yes, please contact Human Resources)**

Prior Name: \_\_\_\_\_ Name Changing to: \_\_\_\_\_

Reason: \_\_\_\_\_

Signature (required): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PREFERRED NAME

**(\*\*Attention: You do not need to fill this section out if you would like to be called by your legal first name. This request can only be completed if you are requesting to be addressed as your middle name or a variation of your legal first or middle name.)**

Genisys ID: \_\_\_\_\_ School: \_\_\_\_\_

Student Worker/Graduate Assistant?  Yes\*  No **(\*If yes, please contact Human Resources)**

Preferred Name: \_\_\_\_\_

Signature (required): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ADDRESS CHANGE (for alumni)

**Current students are required to update their address in Genisys.**

Genisys ID (if known): \_\_\_\_\_

Student Worker/Graduate Assistant?  Yes\*  No **(\*If yes, please contact Human Resources)**

Name: \_\_\_\_\_ Maiden Name (if applicable): \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

New Home Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email: \_\_\_\_\_

*Administrative Office Use Below:* Forwarded to HR?  SPAIDEN:  Date: \_\_\_\_\_ Registrar Staff: \_\_\_\_\_