



## Bismarck State College Name Change Information & Check List

A student's BIO-DEMO record, which includes legal name, is created and shared by all North Dakota University System Institutions. Therefore, accurate legal names must be associated with individual academic records, so that official records on file are correct. Upon the student's request and with appropriate documentation, any change to a student's legal name will be made accordingly.

Some changes are considered minor name variations and will require completion of a Name Change Form, but no documentation. Others will be considered major name changes and will require complete legal documentation, updated social security card, photo ID, along with the Name Change Form.

### **MINOR NAME CHANGES**

The following are considered minor name changes

- An initial to a full name
- A variation or shortened first name to a full or formal first name
- The addition of a title

Minor name variations shall be completed by presenting the following document:

1. NDUS Name Change Request Form

### **MAJOR NAME CHANGES**

The following are considered major name changes

- Change in last name because of marriage or dissolution of marriage, adoption, etc.
- Replacement of a middle name with a former name
- Change in part, or all of the name, because of gender change
- Replacement of part, or all of the name, with a different or unrelated name

Major name changes shall be completed by presenting the following documents:

1. NDUS Name Change Request Form
2. Copies of legal documentation detailing the name change
3. Social Security Card showing updated name
4. Photo identification showing updated name

The Office of Student Records will process the request for a name change. You may submit the change form along with proper documentation to:

By Mail: BSC Student Records, PO BOX 5587, Bismarck ND 58506-5587

By Fax: 701.224.5643 attn. Kene Miller

By Email: attach a copy to an email - [Kenegunda.Miller@bsc.nodak.edu](mailto:Kenegunda.Miller@bsc.nodak.edu).

Once all documents have been presented, please allow a minimum of 48 hours for the change to take effect. For any questions regarding name changes, contact Student Records at (701)224-5420.

### **Former Students**

Once you leave BSC, the name under which you were enrolled will remain on your academic record until you re-enroll and initiate the name change process.

