

The legal name is the first, middle and last name as reflected in My Self Service Profile: <https://oberview.oberlin.edu/task/all/mssp>. This is the official name on a student's Oberlin academic record. The Office of the Registrar may only change the legal name on a student's Oberlin academic record when presented with documentation that a legal name change has been completed through the court system.

Step 1: One of the following legal documents must accompany your request for a legal name change. If you plan to submit your request via email, do not submit the legal document at the same time. Instead, refer for step 2 for how to proceed.

Court Order | Divorce Decree | Valid Driver's License | Marriage License | Social Security Card | State ID | Passport

Step 2: If you submit this request via email, **do not attach the legal document**. Instead, submit only this completed request form to registrar@oberlin.edu. In return, the Office of the Registrar will respond with a secure link to upload your legal document. If you prefer to submit this request in person, please bring the legal document with you.

Once your request form and legal documentation is reviewed, your name change will be processed and your Oberlin academic record will reflect your new name. For current students, the following is also relevant:

- Blackboard is updated with the new information in the next feed from Banner.
- Banner self-service will reflect the new name
- You may request a new student ID card at no cost
- You may request a change in email by submitting a CIT support ticket via oberview.oberlin.edu
- If you apply for and/or receive financial aid you must change your name on your FSA account

Previous Legal Name: _____

New Legal Name: _____

I have read and understand the effect a legal name change will have on my Oberlin academic records.

Signature: _____ **Date:** _____