



# AFFIDAVIT OF NAME CHANGE

**Complete and submit to ESC**  
**Include the following:**

Submit acceptable supporting Documents (see below for list).

Southern Oregon University  
Enrollment Services Center  
1250 Siskiyou Blvd  
Ashland, OR 97520  
E-mail: ESC@sou.edu  
Phone: 541-552-6600

SOCIAL SECURITY NUMBER*	SOU ID NUMBER	DATE OF BIRTH
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*\*Disclosure of a social security number (SSN) is voluntary and is not requested pursuant to statutory authority. Your SSN is solicited to assist in performing SOU's functions to associate this information to other files.*

### PREVIOUS NAME

LAST	FIRST	MIDDLE
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### CURRENT NAME

LAST	FIRST	MIDDLE
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### SUPPORTING DOCUMENTS\*\* (Check to indicate the documents provided or attached, per the requirements below.)

CERTIFIED LEGAL DOCUMENT & PHOTO ID  
(Provide one certified document & one photo ID)

Certified Copy of Court Order and a Photo ID  
 Certified Copy of Marriage Certificate and a Photo ID  
 Certified Copy of Dissolution Decree and a Photo ID  
 Unexpired Passport and a Photo ID

**OR**

UPDATED PHOTO ID  
(Must be new name)

Current Driver's License  
 Current State-Issued ID Card  
 Military ID

**ENROLLMENT STATUS** (Check as Applicable.)

Currently Enrolled     Former Student

*I request my name to be changed on official Southern Oregon University records. In support of this request, I am providing or attaching identification documents with my new name in full, as indicated above I certify that the identification information I am providing (if applicable) is true and correct.*

SIGNATURE	DATE
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**Submit completed form and supporting documentation to the Enrollment Services Center using one of the following methods:  
In person, by postal mail, or by electronic mail. See Enrollment Services' contact information above**

NOTE: After Enrollment Services processes a name change, a student who holds a degree from SOU may order a new diploma. To order new diplomas, please go to <https://inside.sou.edu/enrollment/forms/diplomareissuerequest.html> or e-mail [graduation@sou.edu](mailto:graduation@sou.edu) for assistance.

**Office Use Only**

- Folder                       Database/Banner                       BankMobile/SPACMNT

APPROVED BY
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DATE/STAMP