



If you are a current or former student at SVA, use this form to make a permanent change to your legal name on all College records, including transcripts, student bills, financial aid documents, and tax forms.

If you are a current staff or faculty member, contact Human Resources for the appropriate name change documentation in lieu of completing this form.

**Legal name change requests must be accompanied by appropriate legal documentation (e.g., a court order, marriage license, federal/state ID, etc.).**

**CURRENT NAME**

Your name as it currently appears in SVA's records:

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME/INITIAL

\_\_\_\_\_  
CHOSEN OR PREFERRED NAME (if applicable)

\_\_\_\_\_  
SEX (if applicable)

**NAME CHANGE INFORMATION**

Your updated name as reflected in the supported documentation:

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME/INITIAL

\_\_\_\_\_  
CHOSEN OR PREFERRED NAME (if applicable)

\_\_\_\_\_  
SEX (if applicable)

***This is to attest that I am the student signing this form and I authorize SVA to change my legal name in all College records.***

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

\_\_\_\_\_  
SVA ID #

\_\_\_\_\_  
Date