



NAME CHANGE FORM

GEORGIA HIGHLANDS COLLEGE
OFFICE OF THE REGISTRAR

IMPORTANT: A name change will result in the issuance of a new GHC email address. Students are responsible for updating Duo Security and email/ Microsoft 365 accounts associated with the GHC email. Instructions for updating these accounts will be sent once the name change has been processed.

(Please email this form to registrar@highlands.edu or FAX to 706-295-6341)

GHC ID#	Name Now on Record (Last, First, Middle)

Note: Since academic records are permanent in nature and often referred to long after the student has left the University, it is the policy to require that **only legal names** be used on the student's record. Students may request a **Preferred Name** added to the system. The Preferred Name is used for internal purposes only such as Online Advising.

New Legal Name (Last, First, Middle)

Check Reason for Change

- Change of name due to **Marriage** requires a copy of your marriage certificate or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Legal Change** requires a copy of a court order or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Divorce** requires a copy of divorce decree or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Adoption** requires a copy of court order or current Social Security card reflecting your new name and a government-issued photo ID reflecting your new name.
- Change of name due to **Spelling Error** normally requires only a government-issued photo ID reflecting the correct spelling. At times, your current Social Security card may be required.
- Change of name due to **Gender Change** requires a copy of court order and a government-issued photo ID reflecting your new name.
- Request to have a **Preferred Name** added to the system. I understand that the Preferred Name is used for internal purposes only such as Online Advising. _____

Preferred Name

Signature

Date

Office Use Only System Update: By: _____ Date _____
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