

# The Art Institute of Houston<sup>SM</sup>

Office of the Registrar

## Student Name Change Form

Are you a Veteran? Yes  No

EXPECTED DATE OF GRADUATION \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Change Name to: \_\_\_\_\_

**NAME CHANGES REQUIRE TWO TYPES OF LEGAL IDENTIFICATION WITH THE NEW NAME\*. (corrections don't require identification but must match your name on your original enrollment documents).**

Change Social Security Number to: \_\_\_\_\_

**MUST PRESENT NEW SOCIAL SECURITY CARD WITH REQUEST**

### \*ACCEPTABLE NAME CHANGE DOCUMENTS

- **Marriage License**
- **Divorce/Separation Decree**
- **Court Order**
- **Naturalization Card**
- **Social Security Card**
- **Drivers License or ID Card**
- **ID Card Issued by Federal, State**
- **AIH School ID Card**
- **US Military ID or Dependent's Card**
- **US Coast Guard Mariner Card**
- **Native American Tribal Document**
- **ID Card of Resident**
- **US Passport**

**SIGNATURE** I certify that I am the person whose name appears on this form and do hereby authorize the change of my records to reflect the changes listed above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this completed form in person to the Registrar's Office located on the second floor.**

### The Art Institute of Houston Employee Use Only

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

FERPA Checked/Moved Yes  N/A

Copy to VA Rep if needed Yes  N/A

Copy for Graduation if needed Yes  N/A