



Western New Mexico University – Student Request for Change of Name/Address/SSN

Use this form to request changes to your personal information on university records, including your legal name, address, phone number, email address, or Social Security number. **Required Documentation for All Students** - A valid government-issued photo ID must be submitted. Acceptable forms include a driver's license, state ID, WNMU Student ID, passport, military ID, or other government-issued photo ID. The name on the ID must match the name you want reflected on your university record. **Additional Documentation includes a marriage license/certificate, divorce decree, or other official legal documentation and a Social Security card.**

Section 1: Name that CURRENTLY appears in WNMU record:

Student Last Name:		Student First Name:	
Student Middle Name:		WNMU Student ID#:	
Brief Explanation for Change:			

Section 2: SELECT ALL the option[s] that apply to this request:

Name Change	☐	Date of Birth Change	☐	Social Security Number Change	Email Address Change	☐
Phone Number Change	☐	Mailing Address Change	☐	Permanent Address Change	Other:	

Section 2: Please complete the section[s] below for each type of information request you selected above:

NAME CHANGE – Enter the NEW Name that will appear on the student's WNMU record:

Student Last Name:		Student First Name:	
Student Middle Name:		Suffix:	
Affirmation: "I intend to continue to use the new name indicated above consistently and have not adopted this name for any fraudulent purpose."			

ADDRESS CHANGE – Enter the NEW Mailing or Permanent that will appear on the student's WNMU record:

Address Line 1:			
Address Line 2:			
City:		State:	
Zip:		Country:	
Select Address Type:	Mailing	☐	Permanent: ☐

Phone Number CHANGE – Enter NEW Phone Number that will appear on the student's WNMU record:

Phone Number 1:		Phone Number Type:	
Phone Number 2:		Phone Number Type:	

EMAIL CHANGE – Enter NEW Email Address that will appear on the student's WNMU record:

Email Address 1:		Email Address 2:	
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SOCIAL SECURITY CHANGE – Enter the NEW Social Security Number that will appear on the student's WNMU record:

Current SSN on record:		Correct SSN:	
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Student Signature:		Date:	
Registrar Signature:		Date:	
Date sent to Senior Systems Administrator [SEND FOR NAME CHANGES ONLY]: chase.keenan@wnmu.edu			

RETURN the COMPLETED and SIGNED form to:

- Email: registrars@wnmu.edu Phone: 575-538-6118
- Mail: 1000 W. College Ave., PO Box 680, Silver City, NM 88062
- Be sure to complete all REQUIRED sections with SIGNATURE and date.
- Any Duplicate Diploma – Cover Order Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrars@wnmu.edu.