

Change of Name or Contact Information

Used to change the official name or contact information on the student record.

NDNU ID Number

Student Name

Procedure

1. Complete the portion of the form that applies to the change you want to make. Sign and date the form at the bottom of the page.
2. A change of name must be made in person at the Office of the Registrar and requires Certified Verification (i.e. Social Security Card, Driver's License, Marriage Certificate, Divorce Certificate, or Court Order Name Change).
3. A change of address may be completed through the Campus Portal, or by using this form. The form may be brought or mailed to the Office of the Registrar.
4. If you have separate billing addresses on file with the Business Office, please consult with them when making a change of address.

Current Information in Student Record

Last Name

First Name

Middle Name

Street Address

City, State

Zipcode

Cell Phone Number

Home Phone Number

Private Email Address

Change Requested (write only the information that changes)

Last Name

First Name

Middle Name

Street Address

City, State

Zipcode

Cell Phone Number

Home Phone Number

Private Email Address

Additional Information Required for a Change of Address (check all that apply)

Change of Permanent Address

Change of Local Address

Temporary change effective _____

Month/Day/Year

I have submitted a graduation application. Please send my diploma to the new address stated above.

Undergraduate Student

Graduate Student

Student Signature

Date