

**Request for NAME CHANGE or SOCIAL SECURITY NUMBER CORRECTION**

**Name Change Requests require:** Social Security Card copy, AND, marriage certificate, divorce decree or court order showing previous name and new name. *If you work for the university, you must take your original SSN card to Human Resources for verification to work.*

**Social Security Number corrections require:** Social Security Card copy only.  
*If you work for the university, you must take your original SSN card to Human Resources for verification to work.*

**Requests without appropriate documentation will not be processed.**

**Your Name as CURRENTLY listed on your Tenn Tech University record:** **Jr., Sr., etc.**

Last:		Suffix:	
First:		Prefix:	
Middle/Maiden:		SSN:	

**Your New Legal Name as it should appear and as supported by your attached documents:**

Last:		Suffix:	
First:		Prefix:	
Middle/Maiden:		SSN:	

**Your Social Security Number Correction Request:**

Your name as listed on your SSN Card:	
The SSN as currently listed on your TTU record:	
The SSN as shown on your attached SSN Card:	

**Check ALL Categories that apply to you:**

**Employee (faculty, administrator, staff):**  Current  Former  
*Employee names must match the name as listed on your Social Security Card.*

**Student:**  Current  GA or Student Worker  F1/J1 Visa (Passport required)

Former student **Last Term Attended:** \_\_\_\_\_

*If you are both a student AND employee (GA/student worker) your name must match the name as listed on your Social Security Card.*

**Currently enrolled students must notify their instructors of this change.**

**Usernames for emails and pc labs etc will be changed between semesters.**

**To obtain a new TTU Eagle Card with new name, please request verification of name change through the Records Office.**

**I certify that my name has legally changed as requested and that the supporting documents are true and exact copies of the original. It is not my intent to defraud Tennessee Technological University.**

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