

Office use only: \_\_\_\_\_  
Last Name in Banner                      New Last Name                      First Name



## Student Name Change Request

Student ID Number \_\_\_\_\_ Current or Last Term Attended \_\_\_\_\_

New Name (please print): \_\_\_\_\_  
Last First MI

Previous Name (please print): \_\_\_\_\_  
Last First MI

Mailing Address and Phone: \_\_\_\_\_  
Street City, State, Zip Phone

**Documentation required for name change (to be verified by MSU Billings Registrar's Office representative):**

- Social Security Card reflecting new name, must be signed.
- Photo ID

**I authorize Montana State University Billings to update my University records to reflect my name change as indicated above.**

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

In order to complete the process of a legal name change in our system, we will need to see a signed copy of your social security card with your updated name.

For your protection & security, we can accept this document any of the following ways:

- In person at the Registrar's office, 1st floor McMullen Hall
- Through the mail @ 1500 University Drive, Billings 59101
- Via fax @406-657-2302
- Through a file share link we can provide upon request. Please call us at 406-657-2158 if this is your preferred option.

**R&R Office Use:**  
Banner Updated: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_