



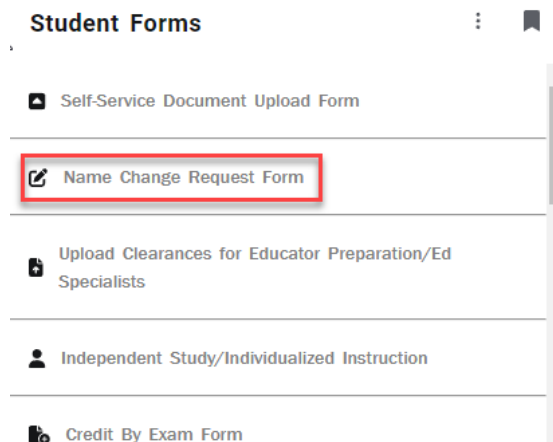
Legal Name Change Request

Last edit date: 8/24/2024

A student may change their name to match their ID/SSN card because of a data entry error or a change is necessary after a marriage or divorce. In either case, the form must be filled out completely and supporting documentation must be submitted.

NAVIGATION -

- Log into RamPortal – ramportal.wcupa.edu
- Locate the **Student Forms** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).
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- Click on the **Name Change Request Form** link.



- The form will load and for active students, the shaded portions of the form will be filled in with your information. Please fill in all of the non-shaded portions with the changes to the legal name including portions that are unchanged.

Personal Information

This form is to be used by students who need to update their legal name on their West Chester University student record.

Please complete all required fields indicated with *.

WCU ID* First Name* Middle Name Last Name*

Campus Email

Please indicate your updated name(s) below:

Updated First Name Updated Middle Name Updated Last Name

- To upload the supporting document for the legal name change, click the “Browse” button to search for the document.


Required Documentation

Any student wishing to change their name from that currently on record must provide legal documentation reflecting the change, such as:

- Driver’s License
- Marriage Certificate
- Court Issued Document
- Divorce decree
- Birth Certificate


Upload Documentation

Attach your Driver’s License, Marriage License, Court Order, Divorce Decree, Birth Certificate *



- Choose the document and click the “Open” button.

File name: All files



- Once the document has been successfully attached to the form, it will appear above the Browse button. It can be removed if a different document is necessary and multiple documents can be added by repeating steps 4 and 5 until all documents have been added.

Upload Documentation

Attach your Marriage License, Court Order, Divorce Decree, Birth Certificate *

Name Change Form documentation.docx [Remove](#)

- Click in the middle of the rectangle, and a signing box will appear.

- Using your mouse, sign the document and click the “Apply Signature” button.

- To submit the completed form, click on the “Submit” button.

- Once the form has been submitted, a confirmation email will be sent from the Registrar's Office.

From: WCU Registrar
 Sent: Thursday, August 5, 2021 11:26 AM
 To: [redacted]
 Subject: Name Change Form Submission Confirmation

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Thank you for submitting a Name Change Request form and supporting documentation. The Registrar's Office has received your request and will contact you with questions or if any additional documentation is required. You can expect to see your name updated in myWCU within 10 business days. Questions may be directed to registrar@wcupa.edu.

Kind regards,

The Registrar's Office