

Name Change Form

To update or change your Permanent Name on your student record, U.S. citizens and permanent residents, must provide a passport, birth certificate or court-issued document. International students must produce the VISA with the new name. Bring this form and the appropriate original documentation to the Office of the Registrar in C114.

1. Please enter the current name on student record:

Last First Middle

Date of Birth ____ / ____ / ____
Month Day Year

Documentation: Bring one the following *original* documentation to substantiate change of name.

- | | | |
|---|--|---|
| <input type="checkbox"/> Marriage License | <input type="checkbox"/> Driver's License | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Court Order | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Social Security Card |

New Name:

Last First Middle

2. HR requires completion of a Personal Data Change Form. Please follow the link to complete the form:

https://wcmcentral.weill.cornell.edu/sites/default/files/personal_data_change_form_0.pdf

3. Email it, along with a copy of your new Social Security Card, to hrsc@med.cornell.edu.

4. Obtain a new Student I.D. card

5. Graduate Students *must* also complete the following:

1. Inform your major sponsor/temporary advisor
2. Inform your program chairperson/program director

Signature: _____ Date: _____