



BISMARCK
STATE COLLEGE

North Dakota's Polytechnic Institution

1500 Edwards Avenue
PO Box 5587
Bismarck, ND 58506-5587
701.224.5400

MINOR NAME CHANGE REQUEST FORM

The following is considered a minor name change:

- An initial to a full first name (G. Robert to George Robert)
- A variation or shortened form to a full or formal first name (Bill to William, Peggy to Margaret)
- The addition of a title (Dr., Rev, III)
- Correction of a capitalization error (Mcclintock to McClintock, barbara to Barbara)

Other changes are considered MAJOR name changes. Please follow the instructions online to complete a MAJOR name change: <https://bismarckstate.edu/academics/records/personalinfo/>

I hereby request that my Primary name, as it appears on my student academic demographic record, be changed as indicated below. This change will appear on any academic records created in the North Dakota University System. All changes to payroll records (primary name) must be made with the payroll office.

Name as it currently appears on your academic records:

Last

First

Middle

Update name to:

Last

First

Middle

Student ID # _____ **Phone number** _____

BSC Email address

Signature _____ **Date** _____

Submit form:

- Electronic Submission (Encrypted): <https://sendfiles.ndus.edu/filedrop/BSC-Records-Request>
- Or in person to Academic Records 1st Floor Schafer Hall