

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 changers 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