



NORTH DAKOTA UNIVERSITY SYSTEM PRIMARY NAME CHANGE REQUEST FORM

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 after September 1982 and also converted to the ConnectND system after July 2004. **All legal name change requests must be accompanied by the corresponding legal documentation showing the change and a social security card reflecting the new name.** Examples of legal documentation include marriage license or court documents. This request will only change the legal name on the student academic record. All changes to payroll records (primary name) must be made with the payroll office.

Complete

Legal Name _____
Last First Middle

Most Recent

Former Name _____
Last First Middle

Other Former

Names _____
Last First Middle

Birth Date _____ **Student ID #** _____

Campus Email Address _____

Phone Number _____

Signature _____ **Date** _____

Submit form and documentation:

Mail: Bismarck State College
Academic Records Office
PO Box 5587
Bismarck ND 58506-5587

Fax: (701)224-5643

In Person: Schafer Hall, Academic Records, 1st Floor – Room 135

Electronic Submission (Encrypted): <https://sendfiles.ndus.edu/filedrop/BSC-Records-Request>