Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

SSN / Name / Address Change Form

Please supply information only in the area applicable. A Social Security card must be attached to requests for a legal name change.

Note: Preferred names will not be used for any reason other than an alternative name on campus.
Diplomas, transcripts, and official reporting of student data will only use the legal name on file.

Submit forms to: regforms@shsu.edu;
936.294.1737 (Fax); Box 2029, Huntsville, TX; or the Registrar's Office (Estill Bldg, Suite 331)

Required Information:

Sam ID #: _____ Phone #: _____

Signature: _____ Date: _____

Change of Name: **Legal:** ☐ **Preferred First Name:** ☐

Name Changed From: _____
First Middle Last Suffix

Name Changed To: _____
First Middle Last Suffix

Note: A change of legal name can impact financial aid when the lender is unaware of the name change. Students are encouraged to visit with a financial aid representative prior to changing their legal name.

Change of Social Security Number (copy of Social Security card must be attached):

Social Security Number Changed From: _____

Social Security Number Changed To: _____

Change of Address (former students only):

Current Students: Permanent, mailing, emergency, and W2 addresses can be changed online through MySam. If you require assistance changing your W2 address, please contact the Payroll Office.

Name: _____

Address Changed From: _____

Address Changed To: _____

Note: If you are enrolled in retirement or insurance, you must complete auxiliary forms with Human Resources.

Registrar's Office Use Only:

Received By: _____ Date: _____

Document(s) Attached: Social Security Card: ☐ State-Issued ID: ☐

Applied to Graduate: Yes: ☐ No: ☐

Processed By: _____ Date: _____