Name Change Request

Future Term Applicants- Name changes may be made prior to the beginning of the term, by contacting the Admissions Office at 304-865-6200.

Former or Currently Enrolled Students (includes NCJC) – Name change requests may be submitted with required documentation:
- In person – Office of the Registrar, Stotts Administration Building, Room 124
- By fax: 304-865-5908
- By mail – Office of the Registrar, Ohio Valley University, 1 Campus View Drive, Vienna, WV 26105

Please read carefully. This request will not be processed if required information is not provided.

Documentation required for a former or currently enrolled student’s name change:

1. A signed name change request form must be accompanied by a copy of the legal document authorizing the change of name (i.e. marriage license, divorcee decree, adoption papers, court order, etc.)  NOTE: A copy of a driver's license reflecting the new name is NOT acceptable documentation.

2. Financial Aid Applicants must also submit a copy of the new Social Security card reflecting the applicant’s new name.  NOTE: If a copy of the new card is not yet available, a copy of the receipt indicating that a request for a new Social Security Card has been submitted is acceptable.

3. International Students (any student with an assigned Student ID number and a Visa type of F1, F2, or J1,J2) are not required to provide the documentation listed under item #1. They must provide a copy of their new passport that reflects the new name. The passport must be issued by their country of citizenship. Additional F1 or F2 students must have a copy of the new I-20 reflecting the new name and J1 or J2 students must have a copy of their D.S.2019 reflecting the new name. (students should contact the University Designated School Official regarding a new I-20 or D.S.-2019)

Please Type or Print Information Requested Below

Student ID# (if unsure, provide Social Security #): ______________________

Change FROM: _______________________________________________________
    (First, Middle, Last Name)

    TO: _____________________________________________________________
    (First, Middle, Last Name)

Signature: ___________________________________________ Date: ___________________