



Please change my legal name.

New Legal Name: _____
Last First Middle Name (or Initial)

1. Check Yes or No to the following:

- I am a current employee of Cayuga Community College. Yes No
- I am a current Work Study employee of Cayuga Community College. Yes No
- I am a current student worker at Cayuga Community College. Yes No

If you answered YES to ANY of the above,

1. Enter your Social Security Number: _____ — _____ — _____
2. Bring this form and the required forms of identification* to the Human Resources Office, Room M242, Auburn campus. Your Social Security card showing your new name is required.

If you answered NO to ALL of the above

1. Complete the following:
 - I am a current student at Cayuga Community College. Yes No
 - I am enrolled in a degree program. Yes No
 - I expect to complete my degree requirements at the end of
 Fall Spring Summer of

2. Bring this form and the required forms of identification* to the Registrar's office in Auburn or the Fulton Campus Main Office.

* For a change of name, you must bring TWO VALID AND ORIGINAL forms of identification showing your new name. At least ONE form must be a PHOTO ID. Acceptable forms of ID include:

- Social Security Card (required for employees)
- Passport (required for non-USA citizens)
- Marriage/Divorce Certificate
- Court Action
- Professional License
- Driver's License

Student Signature

Banner ID Number

Date

OFFICE USE ONLY — CHANGE OF LEGAL NAME

TWO FORMS OF ID REQUIRED 1) at least one photo ID 2) ID copies made for files

- Social Security Card (required for employees)
- Passport (required for non-USA citizens)
- Marriage/Divorced Certificate
- Court Action
- Professional License
- Driver's License