



OFFICE USE ONLY: Initials: _____ Date: _____
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CHANGE OF NAME FORM

Note: To request a name change, you must provide official documentation (Court Ordered Name Change or Marriage License) that verifies the legal name change and a State Issued Id Card (ex. driver's license).

Current Name: _____ CCC ID #: _____
 Last First M.I.

New Name: _____ Date of Birth: _____
 Last First M.I.

Contact Email Address _____ Phone # _____

Are you now, or have you ever been an employee of the Coast Community College District (OCC, GWC, CCC, KOCE or the District Office)? Yes No **If yes, please go to Personnel Services to request name change.**

If you an International Student (F1 visa), please change your name through the International Center.

NAME CHANGE PROCESS

Transcripts: New name will appear on CCC transcript (GWC or OCC transcript if applicable)

Course Roster(s): New name will appear on instructor(s) on-line class roster(s).

Financial Aid Recipients: Notify the Financial Aid Office of name change.

Please allow 3-5 business days for processing and notification of change.

Note: During the processing time students will not have access to their MyCCC accounts, so name changes are best submitted after the end of a term.

I have read and understand the information regarding the name change process.

Signature

Date