



Change of Student Information

Office of the Registrar

West Texas A&M University, WTAMU Box 60877, Canyon, Texas 79016
Phone (806) 651-4911 Fax (806) 651-4949 Email registrar@wtamu.edu

WT ID: _____ **LEGAL NAME:** _____

***NOTE:** University policy requires a legal permanent address, local address, telephone number, and email on file with the Office of the Registrar. Official notification is required to change the university database. If you think another office should be aware of the change, please contact that office directly.*

To change your legal name, please complete this section and provide the required documentation:

1) A copy of your social security card AND

2) A copy of the legal document that changed your name (marriage license, divorce decree, or court order)

**Additional documentation may be requested if identity needs to be confirmed (i.e. your social security number was not previously provided)*

Name Changed From: _____ Name Changed to: _____

Maiden Name: _____ Other Name(s): _____

To change your contact information (address, phone number, alternate email), you must complete the relevant section(s). If any of the information has not changed, you may leave that section blank.

H – Home/Permanent (This is the address of your permanent residence.)

Street or Box: _____ Apartment: _____

City: _____ State: _____ ZIP: _____

County: _____ Home Phone: _____ Cell: _____

LM – Local Mailing (This is the address where you want to receive your mail.)

Street or Box: _____ Apartment: _____

City: _____ State: _____ ZIP: _____

County: _____ Home Phone: _____ Cell: _____

Alternate Email Address: (email address we may use in case of an emergency – official university correspondence will ONLY be sent to your WTAMU student email address)

Alternate Email: _____

Student Signature (required): _____ **Date:** _____

May be submitted without signature if submitted using secure student email account (*****@buffs.wtamu.edu)

FOR OFFICE OF THE REGISTRAR USE ONLY

Date Processed By Registrar: _____