RANDOLPH-MACON
COLLEGE

A student's name of record at R-MC is defined as the legal name under which the student was admitted to the college. Current students wishing to change the name in their official academic record must provide the registrar with legal documentation stating their new legal name. Acceptable legal documentation includes marriage certificate, social security card, passport, or court order. Upon receipt and verification of this documentation, the registrar will change the student's name in the official academic records. Former students may also provide documentation to have their name changed in our records, though the academic transcript will be issued under the name at the time of attendance.

At the registrar's discretion, minor changes in name (e.g. spelling corrections) may also be made. In such instances, the student may be expected to provide documentation such as a current driver's license, social security card, or resident alien card. Requests for changes to the preferred name for a student may also be accommodated at the discretion of the registrar.

A student's official record reflects the gender the student identified him or herself as to the college when applying for admission. Students who subsequently wish to change the gender designation in the official academic record may request a change of gender in writing registrar and must provide the registrar with a certified copy of a court order showing the change of gender.

Return this form and documentation to: Registrar
Randolph-Macon College
P O Box 5005
Ashland, VA 23005

Personal Information when at Randolph-Macon College

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Birth Date: _____ Last 4 # of SS #: _____

Attendance Dates at R-MC: _____ ID # (if applicable)_____

Name Change Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Primary Phone: ( ) _____ Alternate Phone: ( ) _____

Reason for Change: _____

Signature: _____ Date submitted:_____

Recorded by Registrar's Office: _____