



# STUDENT INFORMATION UPDATE FORM

Registrar's Office - registrar@cw.edu - 208.562.3000 phone - 888.562.3216 fax  
PO Box 3010 - MS 1000 - Nampa, ID 83653 - www.cwi.edu

You will submit this form when requesting a correction or update to your student record, a legal name change or a chosen name change. A legal name change is required to update your name on your academic record, which includes items such as your transcripts, financial aid documents, diploma, etc. A student record correction, update or a legal name change request must be accompanied with documentation. **This form will not be accepted or processed without a legible copy of your photo ID.**

### CURRENT RECORD

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_  
STUDENT ID -OR- SSN \_\_\_\_\_ PHONE NUMBER (INCLUDING AREA CODE) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

### STUDENT RECORD CORRECTION OR UPDATE

All requests must be accompanied by a legible copy of a legal, government-issued ID **AND** additional supporting documentation from one of the following items showing your **NEW** name, if not reflected on your ID.

Select all corrections or updates that apply:

- Birth Date
- First Name
- Last Name
- Middle Name
- Social Security Number
- Other, please specify: \_\_\_\_\_
- Remove the following address: \_\_\_\_\_

### LEGAL NAME CHANGE

All requests must be accompanied by a legible copy of a legal, government-issued ID **AND** additional supporting documentation from one of the following items showing your **NEW** name, if not reflected on your ID.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

- Certified Court Order granting name change
- Drivers License or State issued ID Card
- Marriage Certificate
- Military ID Card
- Passport
- Social Security Card
- Permanent Resident Card

### CHOSEN NAME CHANGE

A chosen name will update your name for your myCWI, Blackboard logon, class rosters in Blackboard, and your communications, e-mail, mail, etc.

Please select the action being requested:  Add Chosen Name  Remove Chosen Name

CHOSEN FIRST NAME \_\_\_\_\_

### CWI EMAIL ADDRESS INFORMATION

When a name change or correction affects a student e-mail account Information Technology will place a 30-day deletion hold on the previous student email account. This will give students time to forward or print existing e-mail from the previous account. The new student name account will immediately be used for all correspondence from CWI via Blackboard, Administration or Student Services. Students may also want to remove/move any Onedrive data related to the previous Office 365 ID.

### PROCESSING TIME

Please allow two to four weeks processing time for all legal and chosen name changes as your username and login information will be updated. Expect a confirmation email from registrar@cw.edu when the process is complete. You may want to notify your instructors of your name change if a term or class has already begun.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_