

Northwestern

PRITZKER SCHOOL OF LAW

APPLICATION FOR CHANGE OF NAME or SOCIAL SECURITY NUMBER

Policy

1. Upon leaving Northwestern Pritzker School of Law your records are closed and cannot be changed.
2. The name on your record at the time of degree conferral or separation from the Law School is your official name as far as the University is concerned. This means:
 - a. This name will appear on commencement bulletin, diploma, and transcripts.
 - b. Unless you re-enroll at the University, the name on your record when you leave will be maintained by the University permanently.
3. University policy requires that name changes must reflect your name as it appears on your Social Security Card or Passport. We require the legal document authorizing your name change. You must also present a valid photo ID at the time of request.

Required Documentation*

Change of Name

1. Government-issued photo identification with new name (e.g. Driver's License, State ID, Passport)
2. Birth Certificate or Social Security Card with new name
3. Northwestern WildCard Student ID
4. In cases of legal name change: a copy of marriage certificate, divorce decree, or court order

Social Security Number

1. Original Social Security Card with new number and signature
2. Driver's License, State ID, or Passport

I certify I am a current student at Northwestern Pritzker School of Law and that I have read and understand the above Law School policy on name and social security number changes.

Student ID#: _____ Class / Program: _____ (i.e. JD '19 or LLM '19)

Email: _____

Name on Record: _____

New Name: _____

SSN on Record: _____ SSN New Number: _____

Signature: _____ Date: _____

Office of the Registrar

Rec'd by: _____ Completed by: _____ Date: _____

*For current students unable to submit documentation in person, notarized photocopies of the original documents are accepted via fax (312-503-2518) or mail (Office of the Registrar, 375 E. Chicago Ave., MC 127, Chicago, IL 60611). Required documents may not be submitted via email due to the sensitive nature of the information contained.