



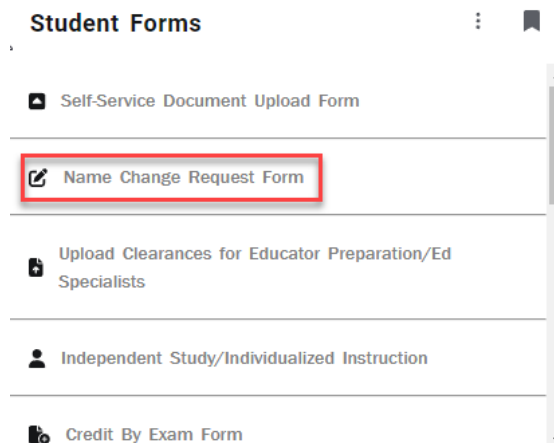
# Legal Name Change Request

Last edit date: 8/24/2024

A student may change their name to match their ID/SSN card because of a data entry error or a change is necessary after a marriage or divorce. In either case, the form must be filled out completely and supporting documentation must be submitted.

## NAVIGATION -

- Log into RamPortal – [ramportal.wcupa.edu](http://ramportal.wcupa.edu)
  - The [RamPortal Home Page Navigation](#) provides basic navigation instructions.
- Locate the **Student Forms** card.
- Click on the **Name Change Request Form** link.



- The form will load and for active students, the shaded portions of the form will be filled in with your information. Please fill in all of the non-shaded portions with the changes to the legal name including portions that are unchanged.



### Legal Name Change Form

Office of the Registrar  
25 University Ave  
West Chester University  
[www.wcupa.edu/registrar](http://www.wcupa.edu/registrar)  
[registrar@wcupa.edu](mailto:registrar@wcupa.edu)

**Personal Information**

This form is to be used by students who need to update their legal name on their West Chester University student record.

Please complete all required fields indicated with \*.

WCU ID *	First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus Email			
<input type="text"/>			
Please indicate your updated name(s) below:			
Updated First Name	Updated Middle Name	Updated Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- To upload the supporting document for the legal name change, click the “Browse” button to search for the document.

**Required Documentation**

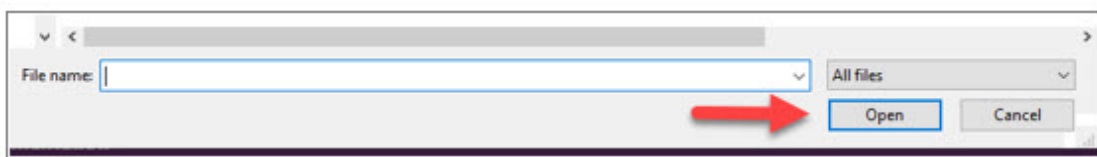
Any student wishing to change their name from that currently on record must provide legal documentation reflecting the change, such as:

- Driver's License
- Marriage Certificate
- Court Issued Document
- Divorce decree
- Birth Certificate

**Upload Documentation**

Attach your Driver's License, Marriage License, Court Order, Divorce Decree, Birth Certificate \*

- Choose the document and click the “Open” button.



- Once the document has been successfully attached to the form, it will appear above the Browse button. It can be removed if a different document is necessary and multiple documents can be added by repeating steps 4 and 5 until all documents have been added.

**Upload Documentation**

Attach your Marriage License, Court Order, Divorce Decree, Birth Certificate \*

Name Change Form documentation.docx [Remove](#)

- Click in the middle of the rectangle, and a signing box will appear.

**Signature \***

Click to Sign Document

- Using your mouse, sign the document and click the “Apply Signature” button.

A screenshot of a web form interface. The form area is a large white rectangle with a thin border. Below the form area is a dark purple bar containing two buttons: 'Apply Signature' and 'Clear'. The 'Apply Signature' button is highlighted with a red rectangular border.

- To submit the completed form, click on the “Submit” button.

A screenshot of a confirmation bar. The top part is a light purple box with white text: "Click Submit to send form to the Registrar's Office for review and processing. Please allow one week for review and processing. Please contact the Registrar's Office with any questions at 610-436-3541 or [registrar@wcupa.edu](mailto:registrar@wcupa.edu)." Below this is a dark purple bar with a white 'Submit' button on the left and a red arrow pointing to the right.

- Once the form has been submitted, a confirmation email will be sent from the Registrar's Office.

From: WCU Registrar  
Sent: Thursday, August 5, 2021 11:26 AM  
To: [REDACTED]  
Subject: Name Change Form Submission Confirmation

I

Thank you for submitting a Name Change Request form and supporting documentation. The Registrar's Office has received your request and will contact you with questions or if any additional documentation is required. You can expect to see your name updated in myWCU within 10 business days. Questions may be directed to [registrar@wcupa.edu](mailto:registrar@wcupa.edu).

Kind regards,

The Registrar's Office