



Legal Name Change Request

Audience: All Active Students

Purpose: 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.

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NAVIGATION

1. Log into RamPortal – ramportal.wcupa.edu
2. Locate the **Student Forms** card.
3. Click on the **Name Change Request Form** link (Fig 1).

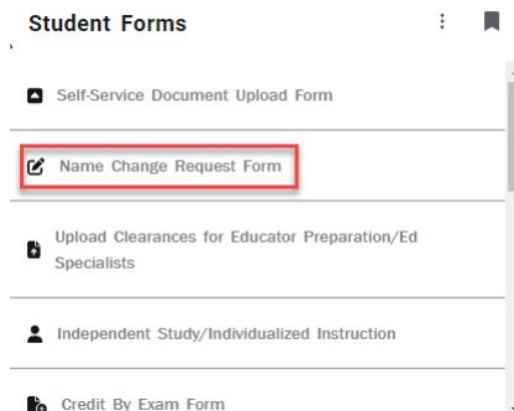


Fig 1.

4. 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 (Fig 2).



Legal Name Change Form

Office of the Registrar
25 University Ave
West Chester University
www.wcupa.edu/registrar
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*

Campus Email @CUPA.EDU

Please indicate your updated name(s) below:

Updated First Name Updated Middle Name Updated Last Name

Fig 2.

5. To upload the supporting document for the legal name change, click the “Browse” button to search for the document. (Fig 3).

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 *




Fig 3.

6. Choose the document and click the “Open” button (Fig 4).

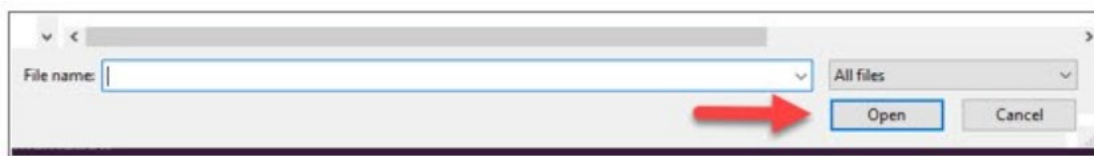


Fig 4.

7. Once the document has been successfully attached to the form, it will appear above the Browse button (Fig 5). 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.

This screenshot shows the "Upload Documentation" section of a web form. It has a dark purple header with the text "Upload Documentation" in white. Below the header, there is a line of text: "Attach your Marriage License, Court Order, Divorce Decree, Birth Certificate *". Underneath this is a text input field containing the filename "Name Change Form documentation.docx" and a "Remove" link to its right. A "Browse..." button is located below the input field. A red rectangle highlights the filename and the "Remove" link.

Fig 5.

8. Click in the middle of the rectangle, and a signing box will appear (Fig 6).

This screenshot shows a signature box. At the top left, it is labeled "Signature *". The main area of the box is a large, empty rectangle. In the center of this rectangle, the text "Click to Sign Document" is displayed. A red arrow points from the top right towards this text.

Fig 6.

9. Using your mouse, sign the document and click the "Apply Signature" button (Fig 7).

This screenshot shows the signature box after the user has signed. The large central rectangle now contains a signature. At the bottom of the box, there are two buttons: "Apply Signature" and "Clear". The "Apply Signature" button is highlighted with a red rectangle.

Fig 7

10. To submit the completed form, click on the "Submit" button (Fig 8).

This screenshot shows the bottom of the form. It contains a line of 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". Below this text is a dark purple bar containing a "Submit" button. A red arrow points to the "Submit" button.

Fig 8



11. Once the form has been submitted, a confirmation email will be sent from the Registrar's Office (Fig 9).

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@wcu.edu.

Kind regards,

The Registrar's Office

Fig 9

For additional assistance, [submit a ticket for support](#).