

Change of Name



Admissions Office
7932 Opossumtown Pike, Frederick, MD 21702
Fax: (240) 629-7896 Phone: (301) 624-2716

New Name _____
(First Name) (Middle Initial) (Last Name)

Former Name _____
(First Name) (Middle Initial) (Last Name)

Student ID # _____ Social Security # _____ Date of Birth _____
(Last 4 digits) (MM/DD/YY)

➤ **NOTE: Your myfcc email account will be changed to match the new name. Please inform your instructors of this change.**

Please check one option below:

Primary Name Change:

(Primary name is reflected on official and unofficial transcripts, enrollment verification, Financial Aid documents and student account statement/bill.) Preferred Name will also be changed.

Preferred Name Change:

(Preferred name is reflected on student ID card, class roster, grade roster, myfcc email, PeopleSoft, Blackboard, library system, Commencement program, and Diploma.) Primary name will not change.

All requests for a Primary Name change **MUST** be accompanied by one of the following forms of documentation. Primary Name will not be changed until documentation is submitted.

- Certified copy of marriage license
- Court order
- Divorce decree
- Current passport (for non-US citizens)
- Proof of identity certified by US Embassy abroad or appropriate foreign embassy in the US (for non-US citizens)

Requests for Preferred Name changes do not require any additional documentation.

Please check if applicable: _____ FCC Employee _____ FCC Student Worker

Student Signature

Date

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

For Office Use Only: PS Updated: Initials _____ Date _____