



Middle Georgia  
State University

**NOTICE TO CHANGE STUDENT RECORDS**  
Middle Georgia State University  
100 University Parkway, Macon, GA 31206

Name: \_\_\_\_\_ MGA ID/SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date Requested: \_\_\_\_\_

**Change of Name/Gender\***

*\*Student must provide legal documents with a change of name. Legal documents accepted are Marriage Certificate, Divorce Decree, Court Documents, and Driver's License, Social Security Card, or other legal documents approved by MGA.*

Current Name: \_\_\_\_\_  
*Last First Middle*

New Name: \_\_\_\_\_  
*Last First Middle*

Important: If you would like your name change reflected in your network account, including email and personal web pages (WebDAV), you must contact the Office of Technology Resources at 478-471-2720.

**Change of Address/Phone Number**

Current Address: \_\_\_\_\_  
*Street/P.O. Box Apt. #*

\_\_\_\_\_ *City State Zip*

New Address: \_\_\_\_\_  
*Street/P.O. Box Apt. #*

\_\_\_\_\_ *City State Zip*

Current Phone #: \_\_\_\_\_

**Change of Social Security\***

*\*Requires your current original Social Security card (no copies accepted) AND a government-issued photo ID. If you do not have an old SSN please enter N/A*

OLD SSN: \_\_\_\_\_

NEW SSN: \_\_\_\_\_

**Office of the Registrar Use Only**

Processed by Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_