

West Virginia University at Parkersburg Name and Address Change Form

INSTRUCTIONS: Complete all sections of the form and return it to the Records Office. To change your name, please provide official documentation to support your name change (such as a marriage certificate, divorce decree, Federal use driver's license with gold star, court order) when returning your form.

WVUP ID OR SSN _____

Date _____

Former Name

Present Name

Old Address - Street

New Address - Street

City, State, Zip

County

Old Phone Number

New Phone Number

Student Signature

RECORDS OFFICE USE ONLY

Correction made by _____

Date _____

Residency In-State
 Out-of-State

RO8 (1/2018)

Name/Address Change Information

A student may submit a signed written request to change their name/address by one of the following ways:

- Completing the form at the Center for Student Services' Office in Parkersburg or the Jackson County Center Office
- Sending the form by fax to: 304-424-8335
- Sending the form by mail to: WVU Parkersburg Center for Student Services, 300 Campus Drive, Parkersburg, WV 26104

