

## Request to Change Official Records

**Your university academic records are considered to be legal documents. Changes in any data that identify these records as belonging to you must be supported with legal evidence before your academic records will be changed.**

I, the undersigned, request the Medical University of South Carolina to change the following data on my official academic records:

- Social Security Number (card showing new number required)
- Date of Birth (certificate showing new date required)
- First Name\*
- Middle Name\*
- Last Name\* (Note: Students preferring to replace their married name with their birth name when there is no divorce or court order may do so if their birth name is already on file with the university.)

\*Reason for Change:

- Marriage (copy of license must be attached). Your birth name may be used as your new middle name or your birth name can be dropped in order to maintain your present middle name or you may use both your middle and birth names in addition to your married name.
- Divorce (copy of decree must be attached). Your birth name and former middle name will be restored.
- Other (copy of court order must be attached). Any changes not caused by marriage or divorce must be documented with a court order.

Current Data

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Requested Changed Data

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 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Program of Enrollment