



**Office of the Registrar**

2300 Adams Avenue  
Scranton, PA 18509  
Phone: (570) 348-6280  
Fax: (570) 961-4758  
E-mail: registrar@maryu.marywood.edu  
Website: www.marywood.edu

**CHANGE OF NAME / ADDRESS**

**Policy Regarding Changes in Name and/or Address:**

- All name changes must be accompanied by a copy of legal documentation before an update is made to the student’s academic record. (i.e. legal name change, marriage certificate, divorce decree, etc.)
- All changes in name and/or address will remain on record until written notification is given that it is no longer valid.

**Change of Name**

**Former Legal Name**

\_\_\_\_\_  
Last Name First Name Initial

**Current Legal Name**

\_\_\_\_\_  
Last Name First Name Initial

**A change of name invalidates your Marywood ID card. Visit Campus Safety in Madonna Hall to update your Marywood ID card.**

**Change of Address**

\_\_\_\_\_  
Last Name First Name Initial

\_\_\_\_\_  
Street Address City State Postal Code

(\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Home Phone Mobile Phone

**Certification of Information**

I affirm that the information presented on this form is true and correct.

\_\_\_\_\_  
Signature Date Student ID Number

**Office Use Only**

Form Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_ Name and/or Address Change Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_