



Naropa University

# Request for Name Change

2130 Arapahoe Avenue, Boulder CO 80302  
Tel.(303)546-3500 / Fax (303)546-3536

## SECTION I: UPDATE NAME IN SYSTEM BY FILLING OUT ALL INFORMATION BELOW.

Former Last Name	Former First Name	Former Middle Name
Student I.D. #	Last 4 digits of Social Security #	Date of Birth
Date of Name Change	Phone Number	Email Address
Current Last Name	Current First Name	Current Middle Name

**Please provide a copy of one of the following documents (must include the new name, in full):**

- A passport
- A driver's license
- A Social Security Card
- Court Name Change Document (court order)
- Marriage Certificates (only if the full legal name is shown explicitly on the Certificate)

**Note:** In person requests with original documentation are highly preferred. In the case that an individual is not able to come in we can make an exception and will allow the form & documentation to be scanned and sent electronically. Please note that **two (2)** forms of documentation will be need to be submitted for any name change sent electronically/not in person. You may send this form via email to [registration@naropa.edu](mailto:registration@naropa.edu) or return the form in person to the Registration Office on the first floor of Wulsin Hall.

## SECTION II: UPDATE EMAIL SEPARATE ONLINE FORM ON MYNAROPA

Please visit MyNaropa to find the [Official Naropa Student Email Change Form](#) from the Student tab > Registration > Student Forms.

**Note:** It is your responsibility to handle the email part of the Name Change process. Please feel free to ask any questions by reaching out to the Registration Office at [registration@naropa.edu](mailto:registration@naropa.edu) or the IT Department at [helpdesk@naropa.edu](mailto:helpdesk@naropa.edu).

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Signature

Date