



# WEST LIBERTY UNIVERSITY

## DATA CHANGE REQUEST FORM

Instructions: Complete all requested information in Section I.  
Complete each additional section applicable to current request(s).  
Return form to Office of the Registrar.

### (Section I)

Name \_\_\_\_\_ (Last, First, Middle or Maiden) Student ID No. \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Expected Graduation Date \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Month/Year) Date \_\_\_\_\_  
\_\_\_\_\_  
(Student signature required for processing)

### (Section II)

#### NAME CHANGE

\_\_\_\_\_  
New Name (Last, First, Middle or Maiden)  
\_\_\_\_\_  
Reason for Change Substantiating Document \_\_\_\_\_  
A substantiating document is required such as: Divorce Decree, Marriage Certificate, Court Order before any records will be officially changed.

### (Section III)

☐ Permanent Home Address ☐ Mailing Address

#### CHANGE OF ADDRESS

\_\_\_\_\_  
Street  
\_\_\_\_\_  
City County State Zip Code Phone (Area Code) \_\_\_\_\_

### (Section IV)

#### MAJOR/MINOR CHANGE

Change of Major from \_\_\_\_\_ to \_\_\_\_\_  
Change of Minor from \_\_\_\_\_ to \_\_\_\_\_  
Change of Degree from \_\_\_\_\_ to \_\_\_\_\_  
Second Major \_\_\_\_\_  
Change catalog term to \_\_\_\_\_

### (Section V)

#### CHANGE OF ADVISOR

Change of Advisor from \_\_\_\_\_ to \_\_\_\_\_

#### OFFICE USE ONLY

\_\_\_\_\_  
Date Substantiating Documents Received/Initial

\_\_\_\_\_  
Date Change(s) Completed/Initial