



Name & Address Change Form

1. Student Information

Former Name (Last, First MI)

Longwood ID (L#)

2. Name Change Information (copy of supporting documentation must be attached)

Supporting Documentation (mark all that apply)

☐ Marriage Certificate ☐ Court Order ☐ Social Security Card ☐ Valid Driver's License

☐ Other Documentation (explain)

New Name (Last, First MI)

3. Change of Local Address (For Off-Campus Students Only - Students not living in residence halls)

New Address (Street Address, Apt #)

City

State

Zip

Phone #

Effective Date of Change

4. Change of Permanent Address (Address for contact off-campus after graduation)

New Address (Street Address, Apt #)

City

State

Zip

Phone #

Effective Date of Change

Check if diploma mailing
address should be updated
to this new address

5. Student Approval

Student's Signature (Electronic Signatures Not Accepted)

Date

6.

Longwood University
Office of the Registrar
201 High St.
Farmville, VA 23909

Phone: 434-395-2580
Fax: 434-395-2252
registrar@longwood.edu

Registrar's Office Use Only

Processed by

Date