



## REQUEST FOR STUDENT NAME CHANGE

**DIRECTIONS FOR COMPLETING THIS FORM:**

- This form should ONLY be used for SSD students who require changes to the spelling of their name.
- Do NOT use a student's SSD online cover sheet when submitting this form as this will reopen the student's case.
- Due to system limitations, First names longer than 12 letters and Last names longer than 15 letters, including suffix or hyphen, will get shortened. This does not impact the student's record in any way, though.
- If the name change is significant (i.e. more than just a mistyped letter or changing a nickname to the full name), you must submit a valid photograph with the student's name and at least one of the following forms of identification:
  - School Identification Card
  - Birth Certificate
  - Social Security Card
  - Driver's License
  - Passport
  - Court Order of Legal Name Change
- Complete, sign and fax this form along with the required identification documentation to the College Board's Services for Students with Disabilities Program to **866-360-0114**.
- Please allow 2 to 3 business days for name change requests to be processed.

**STUDENT INFORMATION** (incomplete forms may delay your request)

School Code: \_\_\_\_\_ School Name: \_\_\_\_\_

SSD Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male\_\_\_ Female\_\_\_

Previous Name: \_\_\_\_\_  
Last First MI

New Name: \_\_\_\_\_  
Last First MI

By providing my signature below, I authorize the College Board to update the student's name on their account. I also attest that all the information provided on this form is true and accurate.

SSD Coordinator Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

For additional information on name changes, please visit (<http://professionals.collegeboard.org/testing/ssd/forms>)