Name Changes and Name Coding Conventions

OVERVIEW

Payroll Services is responsible for processing name changes for all current and former students and employees. Processed name changes are made in the University computer systems, including myWSU.

Payroll Services processes certified copies of court orders if recorded changes in gender are also sought.

REQUIRED DOCUMENTATION

To change a name, the individual provides the following to Payroll Services:

- One certified legal document or three proof of usage documents. (See Supporting Documents below.)
- One photo ID card as proof of identification (see Photo ID).
- A completed Request for Change of Name form.

Supporting Documents

All supporting documents must reflect the new name. The individual must submit one certified legal document or a minimum of three proof of usage documents, and one photo ID.

No supporting documentation is needed if an individual changes their first name or middle name to an initial. Documentation is required if an individual is adding or removing a first or middle name.

Certified Legal Documents

Acceptable legal documents include:

- Certified copy of a court order.
- Certified copy of a marriage certificate.
- Certified copy of a dissolution decree.
- Unexpired passport.

The legal document must reflect the new name in full.

Proof of Usage Documents

If a certified legal document is not available, an individual must demonstrate usage by providing proof that he or she is the person whose name is being changed.

A minimum of three of the following documents may be submitted as proof of name usage:

- Current driver's license
- State-issued ID card
- Military ID card
- CougarCard
- Birth certificate
- Social security card
- Voter registration card
- Car registration
- Credit card (one only)
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<table>
<thead>
<tr>
<th>Photo ID</th>
<th>At least one of the supporting documents must include the individual's date of birth, a photograph, and a signature of her or his new name.</th>
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<tbody>
<tr>
<td><strong>International Students and Scholars</strong></td>
<td>An international student or scholar requesting a name change must present an unexpired passport, which reflects his or her new name, in addition to submitting a name change request form and photo ID. The presentation of an unexpired passport ensures compliance within the Student and Exchange Visitor Information System (SEVIS).</td>
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<tr>
<td><strong>SUBMITTING CHANGE REQUEST</strong></td>
<td>Individuals may submit the <em>Request for Change of Name</em> form and supporting documents to Payroll Services using one of the following methods:</td>
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<tr>
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<td>• In-person at the Payroll Services office, French Administration Building 236, WSU Pullman.</td>
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<td>• By postal mail to Payroll Services, PO Box 641024, Pullman, WA 99164-1024.</td>
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<td>• By fax to Payroll Services; fax 509-335-1472.</td>
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<td></td>
<td>• By electronic mail to <a href="mailto:payroll@wsu.edu">payroll@wsu.edu</a>. NOTE: E-mailing may not be secure or encrypted.</td>
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<tr>
<td><strong>Records Retention</strong></td>
<td>Payroll retains the original documentation of the name change request.</td>
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<td><strong>ROUTING CHANGE INFORMATION</strong></td>
<td>Weekly lists of name changes are printed and distributed to Payroll Services, Registrar's Office, Human Resource Services, Housing and Dining Services, University Receivables, and other central administration offices.</td>
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<td>Home departments receive notification of name changes from Human Resource Services.</td>
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<tr>
<td><strong>ORDERING NEW DIPLOMAS</strong></td>
<td>After a name change has been processed, a student who holds a degree from Washington State University may order a new diploma.</td>
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<tr>
<td><strong>Bachelor's and Professional Degrees</strong></td>
<td>Bachelor's and professional degree holders may contact the Registrar's Office to order new diplomas; e-mail <a href="mailto:wsu.graduations@wsu.edu">wsu.graduations@wsu.edu</a>; telephone 509-335-7724.</td>
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</table>
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Masters and Doctoral Degrees
Masters and doctoral degree holders may contact the Graduate School to order new diplomas; e-mail gradschool@wsu.edu; telephone 509-335-1446.

CODING CONVENTIONS
WSU observes the following coding conventions for names.

Names are entered into the system as follows:
Surname, comma, first name, space, middle name, comma, suffix

Example
BROWN, THOMAS JAMES JR

Character Limit
The file includes the entire name if the name including spacing does not exceed 32 characters.

- If the name exceeds 32 characters, replace the middle name with a middle initial.
- If the name still exceeds 32 characters, abbreviate the first name. Retain at least the first and middle initials.

Period
Do not code a period after an initial, abbreviation, or suffix.

Name Suffix
Limit coding of special suffices to Jr; Sr; or III. Code a comma before the suffix but do not code a period after the suffix.

Examples
NEILL, RON L, JR and NIXON, RICHARD D, III

St. in the Surname
Code all two-part surnames commencing with SAINT, SAINTE or ST as follows:

ST, space, remainder of surname, comma, first name, space, middle name or initial, comma, suffix (if applicable)

Example
ST JOHN, LEE L