

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: NAME CHANGE

GSC Registrar's Office requires applicants, students or alumni who have a name change to submit a Change of Status form and documentation of the change of name. Required documentation must include one of the following:

- Court document
- Marriage certificate
- Divorce decree – (if name change is part of the decree)
- Driver's License
- Social Security Card

A copy of the Change of Status Form (available on the website) and the legal documentation collected will be given to the Enrollment Management secretary for scanning into the student's file. The Enrollment Management secretary will notify, security, employee health and appropriate GSC staff and faculty.

Approved By:  Date: 10/11/2010

Effective Date: 9/27/2010

Review/Revision Dates: _____

Responsible Committee: Enrollment Management