

NAME AND ADDRESS CHANGE

A student who has had a change in name after their last registration must provide the University with the appropriate documentation (e.g. marriage license, social security card, court document, etc.) which substantiates the legal name change. This must be submitted to the Office of the Registrar and Records prior to the student's next registration. Registration under a name different from that used in the student's last enrollment cannot be accomplished without appropriate documentation, which becomes a part of the student's permanent file. All grade reports and transcripts are issued under the student's legal name as recorded in the Office of Undergraduate Admissions and Recruitment and the Office of the Registrar and Records. A student who has had a change of address after their last registration must provide the University the new address by completing the appropriate form. This form may be secured from the Office of the Registrar and Records. Students may submit the form electronically, using the JSU email account, to studentrecords@jsu.edu for processing.

Additionally, students may use the Personal Access to Web Services (P.A.W.S.) portal to access the "Update Addresses and Phones" link to make edits and additions to the address on file. All transcripts will be mailed to the location of the new address.

Note: Students receiving payroll checks must file a separate request with the Human Resources Office.