



OFFICE OF
HUMAN RESOURCES

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Faculty & Staff Name Change Form

An updated Social Security Card with the new name is required to complete a name change.

- NOTE- do not email a copy or picture of the Social Security Card since it contains your social security number. A document with a social security number must be faxed, mailed, or uploaded to a OneDrive folder and shared with hr@seattleu.edu.

SU ID:		SU Email:	
(Previous Last Name)	(Previous First Name)	(Previous Middle Name)	
(New Last Name)	(New First Name)	(New Middle Name)	
Do you want your SU email alias updated to reflect the name change?			
Yes		No	
If Yes , please provide a personal email (non-SU email) ITS can contact you at to arrange details about the timing of the change:			
Have you ever applied to/attended SU as a student? (needed to update student records)			
Yes		No	
Employee Signature:		Today's Date:	

For HR office use only:

Proof	NAE	Fidelity	PlanSource	I9
Folder	W4	ITS Ticket	Registrar	