

**Instructions**

This form should be used by an alum or a student who has changed his/her name and needs to update information in their official student record. In order to proceed with a name change, the alum/student must provide a current photo ID and legal documentation as indicated on this form.

**General Information**

Please Type

University ID Number \_\_\_\_\_ Are you an alumni?  yes  no

Name \_\_\_\_\_  
 (Current) First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Academic Program \_\_\_\_\_ Academic Plan \_\_\_\_\_

**Home Address**

Number and Street \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Province/Postal Code \_\_\_\_\_  
 Country of Origin \_\_\_\_\_ State of Permanent Residence \_\_\_\_\_

**Contact Phone and E-mail Information**

Day \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ Cell \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

**Name Change Information**

Name \_\_\_\_\_  
 (New) First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

**Reason for Change**

- Are you a current student?  yes  no
- Should we update preferred name?  yes  no
- Are you an international student?  yes  no
- If yes, what is your visa type?  F  J other, please list \_\_\_\_\_

Alum/Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Proof Presented for Change**

Please provide a copy of one type of documentation from each of the two areas.

**AREA 1**

- birth certificate
- marriage certificate
- divorce decree
- court order

**AREA 2**

- driver's license
- international passport
- U.S. passport
- naturalization papers

**Registrar's Office Use Only**

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_

Processed by \_\_\_\_\_