

**Name Change Request Form**

Please complete this from using black ink. Name Change request must be accompanied by acceptable legal documentation as defined below.

UIN: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

Major: \_\_\_\_\_ Class: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
(Expected or actual)

**CHANGE NAME TO:** (Please type name exactly as you wish it to appear)

\_\_\_\_\_  
LAST/FAMILY NAME FIRST NAME MIDDLE NAME/INITIAL

**FROM:** \_\_\_\_\_  
LAST/FAMILY NAME FIRST NAME MIDDLE NAME/INITIAL

Reason for Change: Marriage Divorce Court order/naturalization Misspelling

E-mail Address (to send confirmation of name change):

\_\_\_\_\_  
E-mail

*\* I have read the Guidelines for Changing the Name on Official Records. I understand that the new name will appear on all official University records and on my diploma. I also understand that I may not make additional changes to my name without new legal documentation demonstrating that my name has been substantially altered for one of the reasons shown above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**For Office of Records Use Only**

Date Changed in: Compass \_\_\_\_\_ Data Search files \_\_\_\_\_ Permanent record/film \_\_\_\_\_

Date Change Sent to: Department \_\_\_\_\_ Student \_\_\_\_\_

**Documentation Received:**

- \_\_\_\_\_ Marriage license
- \_\_\_\_\_ Divorce decree
- \_\_\_\_\_ Birth certificate
- \_\_\_\_\_ United States Driver's license (for minor changes only, such as misspellings)
- \_\_\_\_\_ United States Naturalization Certificate
- \_\_\_\_\_ Court order
- \_\_\_\_\_ Passport