University of Idaho

Office of the Registrar
Phone: (208) 885-6731
Fax: (208) 885-9061
registrarforms@uidaho.edu

REQUEST FOR STUDENT NAME CHANGE

NEW NAME: _____
last first middle

Former Name: _____
last first middle

Student ID: _____ Date of Birth: _____
month day year

Special Note: If you are an employee of the University, you must change your employment records through Human Resources. If you are receiving student financial aid, you must change financial aid records through the Student Financial Aid Office.

In order to change your name on your official student record, we will need a copy of **one*** of the following items:

- ❑ Certified Court Order granting name change
- ❑ Marriage Certificate
- ❑ Passport
- ❑ Driver's License
- ❑ Permanent Resident Card

***Your NEW name must appear on any documents that you submit in support of your request.**

I understand that the University will continue to retain my former name as well as my new name in its records. I also understand that the University may disclose my former name in accordance with applicable law.

I request that my name be changed in official University records in accordance with University policy and this form:

_____ _____
Signature Date

_____
Email Address Phone Number

REGISTRAR USE ONLY

GUASYST: ❑ Student ❑ Fin Aid ❑ Employee

Processing: ❑ Banner ❑ Matric Card (pre 199620) ❑ Paper/Plastic Transcript

Notifications: ❑ Financial Aid ❑ UG Admissions ❑ GR Admissions ❑ HRS ❑ Student's Dean ❑ ISI

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