

## 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 Payroll Services. 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  Payroll  Student's Dean  ISI