



- Student **must** present a photo ID in person **and** the required documentation for the type of change as detailed below.
- Current and former students **who are employed by the University** must initiate name changes through the University Payroll Office.

**TYPE OF CHANGE—requirements *in addition* to a photo ID**

- |  |   |
|--|---|
| <input type="checkbox"/> Marriage—requires copy of marriage certificate or Social Security card. | <input type="checkbox"/> Adoption—requires copy of court order or Social Security card. |
| <input type="checkbox"/> Legal change—requires copy of court order or Social Security card.      | <input type="checkbox"/> Spelling error—no additional documentation required.           |
| <input type="checkbox"/> Divorce—requires copy of divorce decree or Social Security card.        | <input type="checkbox"/> Hyphenated name—no additional documentation required.          |

*I request that my name be changed on the official records of the University as follows:*

**FROM—FORMER NAME**

Full Legal Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
*Last First Middle*

**TO—NEW NAME**

Full Legal Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
*Last First Middle Month Day Year*

\_\_\_\_\_  
*Student Signature (using new name) Date*

<b>URO OFFICE USE ONLY</b>	Legal Documentation Approved By ( <i>Designated URO Staff Only</i> ): _____ Date: _____
	Change Recorded By ( <i>Initials</i> ): _____ Date: _____ E-mail notifications: _____

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