REQUEST FOR CHANGE OF NAME ON UNIVERSITY RECORDS

**Name Change:** A current or former student requesting an official name change on their academic records must complete this form and bring it in person to the Office of the Registrar. Bring your UCSC Student ID card or other form of official picture ID showing the name as it presently appears on university records with original, official documentation showing the legal change of name. If you are not a Santa Cruz resident, you may send a notarized Request for Change of Name on University Records form with a copy of your official photo ID and a copy of official documentation showing legal change of name, to: UCSC - Office of the Registrar, 1156 High Street, Santa Cruz, CA 95064. You must submit documentation showing legal change of name (court order, marriage certificate, dissolution decree.)

**Name Correction:** Minor corrections to misspellings may be made in person to the Office of the Registrar. Bring your UCSC Student ID card and another form of official photo ID showing the name as it should appear on university records. If you are not a Santa Cruz resident, you may send a notarized Request for Change of Name on University Records form with a copy of official photo ID showing your correct name, to: UCSC - Office of the Registrar, 1156 High Street, Santa Cruz, CA 95064. You must submit official photo ID showing the correct legal name (US Passport or valid driver’s license.)

Please call (831) 459-4412 if you have any questions.

### Correct Name Spelling:

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

### Incorrect Name Spelling (name as it currently appears on University records):

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

### Student ID Number: **W [Redacted]**

### College: [Redacted]

### Local Telephone Number: ____________________________

### E-mail Address: ____________________________

### Reason for change?

____________________________

### Have you announced candidacy for graduation this quarter? □ YES □ NO

### SIGNATURE ____________________________________________ DATE ________________

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**OFFICE USE ONLY**

**DOCUMENTATION VERIFIED BY:** __________

**□ AIS DATA ENTRY COMPLETED BY:** __________

**□ EVALS COMPLETED BY:** __________

**MAJOR:** __________

**COLLEGE:** __________

**□ SPREADSHEET ENTERED BY:** __________

**DATE:** __________

**□ STUDENT NOTIFIED BY:** __________

**DATE:** __________

□ E-mail □ Mail

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