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:

_____
Last First Middle

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

_____
Last First Middle

Student ID Number: W ☐☐☐☐☐☐☐ College: _____

Local Telephone Number: _____ E-mail Address: _____

Reason for change? _____
(Optional)

Have you announced candidacy for graduation this quarter? ☐ YES ☐ NO

SIGNATURE _____ **DATE** _____

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