

Please print clearly

Current Name on University Records \_\_\_\_\_  
Last First Middle

Name used when enrolled (if different) \_\_\_\_\_

Student ID# (or social security number) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Month / Day / Year

New Name for University Records \_\_\_\_\_  
Last First Middle

I certify that the information provided on this form is true and request that my name be changed on University records to:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

All requests for name changes require an original signature of the student. Forms without a signature will not be processed.

Along with this form, you must submit one of the following forms of legal documentation that pertains to the circumstance of your name change:

- **Name Change by Marriage**
  - certified copy of marriage certificate, or
  - certified copy of abstract of marriage
- **Name Change by Dissolution of Marriage**
  - certified copy of dissolution of marriage judgment with maiden name restored
- **Name Change by Court Order**
  - certified copy of court order changing your name
- **Name Change by Naturalization**
  - certified copy of naturalization certificate (N-550 or N-570), **and**
  - certified copy of your Application for Naturalization (N-400) with request for change of name
- **Name Change by Usage Method** (requires documentation that you are using your new name to transact business with both state and federal agencies)
  - certified copy of valid state-issued driver license or state-issue ID new name, **and**
  - certified copy of your social security card with new name, **and**
  - documentation that links your current and new name

Return your completed request and all required legal documentation in person or by mail to:

Office of the University Registrar  
735 University Avenue  
Sewanee, TN 37383-1000

For Office Use Only
Date Processed: _____
Initials: _____