

# Student Name Change Request

## Instructions

To update your legal name on file, please complete this form and supply the appropriate supporting documentation.

You must attach a copy of legal documentation reflecting a name change. Such documents include a Real ID, marriage license, divorce decree that reinstates the maiden name, adoption documents, court order, valid passport or birth certificate. Documents which are not considered legal documents are a social security card, a driver's license (without the Real ID logo), or a notarized statement.

## Complete the Following

### Incorrect Name as Shown on Record:

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

USC ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dates of Attendance: From - \_\_\_\_\_ To - \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Place a checkmark next to the information you would like updated, then fill out the corresponding field:

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

Recent Graduate. Need name updated on diploma.

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

## Submission Directions

Return this document along with the required documentation to the Office of the University Registrar. You may send this form and your documentation to us by email or mail.

NOTE: A physical signature is required – a digital signature will not be accepted.

