

Change of Name Request

Revised Date: 5/16/2025

Submission Instructions

Please contact your Academic Advisor for assistance in filling out this form prior to submission. Once you have completed this form in its entirety, please print, sign, or e-sign, and submit it to the Office of the Registrar.

Office of the Registrar | Fax: 888.481.7811 | Email: student.forms@uagc.edu

Note: Please review the accepted form formats: .PDF, Word (.DOC or .DOCX), Excel (.XLS or .XLSX), TIFF or .TIF, .JPG or .JPEG, Text (.TXT), Bitmap (.BMP), .HTML or .HTM. Submitting a form in any other format may require resubmission or result in a delay in processing.

Current Name in the University of Arizona Global Campus Systems

First Name: _____ Middle Name: _____

Last Name: _____ Student ID or Last 4 digits of SSN: _____

New Name:

First Name: _____ Middle Name: _____

Last Name: _____

Documentation Requirements

☐ A copy of a signed official **Social Security Card** issued by the Social Security Administration reflecting the new name must accompany this request for name change. Alternatively, deployed military personnel who are unable to submit a copy of a signed official Social Security Card may instead submit a signed letter by a commanding officer verifying old name, new name, and date of change.

AND

A copy of one of the following documents must be provided as supporting documentation:

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|---|---|---|
| ☐ Birth Certificate | ☐ State I.D. | ☐ Divorce Decree (must include the front page, page with judge's signature, and page which states they may resume their maiden name) |
| ☐ Court Order for name change | ☐ Passport | |
| ☐ Marriage License | ☐ Statement of Service | |
| ☐ Driver's license with new name | | |

If UAGC becomes aware that a student's name recorded in the UAGC system does not match the student's official name as reflected by the United States Social Security Administration, we will change the name in our systems to reflect the student's legal name.

Acknowledgement

Student Signature: _____ Date: _____

You have provided your consent to receive documents from UAGC in electronic form as part of your Online Application. For more information, please refer to the Electronic Communication section of the Catalog.