Change of Name Form

Please check all that apply:

☐ Graduating Current Quarter* ☐ Current Student* ☐ International Student** ☐ Alumna/Alumnus***

UCID ________________  Academic Unit (College/Division/School) __________________________

New Name

Please Print

First

Middle

Last

Old Name

Please Print

First

Middle

Last

Rules and Regulations

When applying for a name change, please present documentation with the correct new name to a notary public. Documentation that is legally acceptable can include a driver's license, passport, court order, or similar documentation. A notary public is on staff at the Office of the University Registrar. Please do not sign this form until you are in the notary's presence.

**International Students**: If you have Visa documents issued by the Office of International Affairs, please also see your adviser for further information.

Signature (corresponding to the new name) __________________________ Notary's Seal

Notary Public Signature __________________________

Today's Date __________________________

*If you work for the University of Chicago, you will also need to contact HR to have your records updated.

***Alumni should also contact Alumni Relations to update their records.

Checklist for internal use only:

______ AIS  ____ Parchment  ____ OIA (International Only)