



Request for Name Change

Please fill out the information below and provide legal documentation of a name change that may include Social Security card, court-ordered document, marriage certificate, birth certificate, divorce decree, driver's license, passport, permanent resident card, or naturalization papers.

Return this form, with documentation, to Registrar's Office, 2nd floor Colonial Hall, email cmattin3@utsouthern.edu, or mail to Registrar's Office, 433 W. Madison St., Pulaski, TN 38478.

Student ID, if known: _____ Email: _____

Print your name as it is currently listed on your UTS record:		
_____	_____	_____
(last)	(first)	(middle or maiden)
Print your new/corrected name, as supported by your attached legal documents:		
_____	_____	_____
(last)	(first)	(middle or maiden)

Currently enrolled students: You must notify your instructors that your name has changed on their class rolls. Your UTS NetID will not change.

Financial Aid applicants/recipients: I understand that my name on my official college record and my legal name must match in order for me to receive financial aid.

Students who have applied for graduation: Your *diploma name* will NOT automatically update. To request a diploma name change you must notify ccapps6@utsouthern.edu after you receive confirmation that the change has been processed. (If you have already graduated and want an updated diploma, you will have to order a replacement.)

I assume responsibility for the consequences or problems that may occur as a result of this change of my name. It is not my intent to defraud the University of Tennessee Southern. My signature below indicates that I understand the above statements.

Signature: _____ Date: _____

Registrar's Office use only:

Processed by: _____ Date: _____