

University of Memphis

REQUEST FOR NAME CHANGE ON OFFICIAL UNIVERSITY RECORD

You may submit all documents in person, by FAX, or by mail. Submit your completed form and supporting materials to one office only--the office in the first Relationship you check below.

Your Social Security Number: _____ - _____ - _____

Daytime Phone #: _____ - _____ - _____ E-mail: _____

Check ALL Relationships/Categories that apply:

- EMPLOYEE** (faculty, administrator, staff): Current Former
Employed Dept: _____ Submit form and supporting documents (same as student above) to:
 Human Resources, 178 Administration Bldg, Memphis, TN 38152-3370;
 Ph: 901.678.2601, FAX: 901.678.1364.
- STUDENT:** Current GA/Student Worker F1/J1 Visa (Passport or Marriage Certificate)
 Former student/not graduated **Last Term Attended:** _____
 Submit form and supporting documents (social security card, driver's license, marriage certificate, court order, birth certificate, international passport, or resident alien papers) to:
 Transcripts Supervisor, Office of the Registrar, 003 Wilder Tower, Memphis, TN 38152-3520;
 Ph: 901.678.3925, FAX: 901.678.3249.
- U of M ALUMNI – former students who have graduated: Year Graduated** _____
 For last name changes due to marriage or divorce, only this form is required. Submit form only to:
 Alumni Center, 635 Normal St., Memphis, TN 38152-3760;
 Ph: 901.678.2586, FAX: 901.678.5215.
- OTHER (Use only if no other category applies – e.g., friend/donor)** Submit form only to:
 Alumni Center, 635 Normal St., Memphis, TN 38152-3760;
 Ph: 901.678.2586, FAX: 901.678.5215.

Your Name as Currently listed on your U of M Record:

Last:		Suffix:	
First:		Prefix:	
Middle/Maiden:			

Your Name exactly as it Should Appear and as Supported by your Documents:

Last:		Suffix:	
First:		Prefix:	
Middle/Maiden:			

Reason for Name Change (if marital status change, please indicate new status):

--

CURRENTLY ENROLLED STUDENTS: You must notify your instructors of your name change.

FINANCIAL AID APPLICANTS/RECIPIENTS: I understand that I cannot change my legal name as it appears on my birth certificate and/or with the Social Security Administration without supporting legal documents. If I do not have the necessary legal documents, then I forfeit my rights to any current or future financial aid disbursement. I understand that my name on my Official University record and my legal name must match in order for me to receive financial aid.

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 Memphis.

Signature: _____ Date: _____

Office Processing Change: _____ **By:** _____
Phone: _____ **Date:** _____
Doc Type/Doc ID: _____ / _____