Name Change Request

In keeping with USF Policy 11-009, students are able to choose a preferred first name without providing documentation. The Office of the Registrar's website maintains a current listing of where the preferred first name is currently used, and where legal name must be used. Please consider this fully before submitting this form. If you are a foreign national student, International Services at CGS101 must pre-approve* this Name Change Request before submission to the Office of the Registrar for processing.
Submit completed form and supporting documents (if needed) to **registrarupdates@usf.edu**

Please note: If you need a Notarized Diploma, your full legal name must be used. Replacement diplomas cost $10 per request, and the diploma with former name must be destroyed before you're able to receive a replacement diploma.

Potential/Recent Graduates: Do you want this name change to appear on your upcoming or replacement diploma?
☐ Yes   ☐ No

Potential Graduates: Do you want this name change announced at your upcoming Commencement?
☐ Yes   ☐ No

USFID Number _____   Phone _____

Preferred First Name

First Name _____

New Legal Name*
For legal name changes only; requires legal documentation.

First Name _____   Middle Name _____

Last Name _____

Previous Name

First Name _____   Middle Name _____

Last Name _____

Current Address

Street Address _____

City _____   State _____   Zip Code _____

Reason for Change
*Check appropriate box and **attach copy** of legal documentation for changing Legal Name. **Preferred name changes require no documentation.***

☐ Marriage   ☐ Legal/Court Order   ☐ Other (explain)

☐ Divorce   ☐ Misspelling Correction

Student Signature _____   Date _____

FOR OFFICE USE ONLY:

_____   _____
*International Services   URO Staff Initials &
 Approval Signature   Date Processed