



Change of Name Form Academic Services

This form is for students who would like to change their legal or preferred name.

Legal Name Change Instructions:	
<ul style="list-style-type: none"> • Current students employed by the University (including work study positions) must contact Payroll • Current students, not employed by the University should complete the information required below and submit this form (by mail, fax, email attachment, or in person) with one of the following documents: <ul style="list-style-type: none"> ○ Social security card, driver's license, or passport with new name ○ Marriage certificate or official court documentation specifying name change 	
Date:	UE ID:
Change name from: (first, middle, last)	
Change name to: (first, middle, last)	
Reason for name change: (marriage, court order, etc.)	Gender change? If so, indicate legal gender:
Student Signature:	

Preferred Name Change Instructions:	
(Students may use a preferred name for any reason, whether or not they have legally changed their name.)	
<ul style="list-style-type: none"> • Choosing to use a preferred name will change the name that appears in the following areas: <ul style="list-style-type: none"> ○ Blackboard ○ E-mail name ○ Rosters (coming late spring 2017) ○ Advisee lists (coming late spring 2017) • Using a preferred name will <i>not</i> affect the following University processes: <ul style="list-style-type: none"> ○ Financial aid ○ Student accounts (billing) ○ Transcript or other official verification of enrollment/degree ○ Student ID card 	
Date:	UE ID:
Student name: (first, middle, last)	
Preferred name: (first, middle, last)	
Preferred gender and pronoun:	<input type="radio"/> female and she <input type="radio"/> male and he
Student Signature:	

University of Evansville, Academic Services, 1800 Lincoln Avenue, Evansville, IN 47722
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Office Use Only: Changed by _____ Date: _____ Documentation Attached Yes? _____