



REQUEST FOR CHANGE OF NAME ON SCHOOL RECORDS FORM

For students who desire their name to be changed/listed differently on official University records.

In all cases where the student's name is changed the original name will remain on the record, as well as the new one.

In case of marriage the official name will read:

SMITH, JANE – changed by marriage (date) from
~~DOE, JANE~~

In case of divorce or annulment the change will be recorded as follows:

SMITH, JANE – maiden name resumed (date)
~~DOE, JANE~~

In case of change of last name the change will be recorded as follows:

SMITH, JOHN – name changed legally (date) from
DOE, JOHN

A change of the first name will be made in the following form:

SMITH, JACK – also known as
SMITH, JOHN

I.D. No. _____ - _____ - _____

Name as it currently appears on school records _____
(Last, First, Middle)

New name _____
(Last, First, Middle)

- School(s) of YU student is currently attending _____
- School(s) of YU from which student graduated and date(s) _____

Documentation: I am presenting one of the following forms of documentation to substantiate my new name:
(check one)

- Marriage License Driver's License Passport Birth Certificate Court Order

Current Mailing Address _____		
<i>Number & Street or Dorm Building and Room number</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone Number</i>	<i>Email</i>	

Signature of Student

Date

For Office Use Only

Date Received: _____ Processed: _____ Signature: _____

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