**APPLICATION FOR STUDENT CHANGE OF LEGAL NAME**  
(For students currently enrolled* or admitted for a future term)  
Arizona State University

| STATUS (check all that apply) |  |
|------------------------------|  |
| ☐ Currently enrolled at ASU | ☐ Newly admitted/Readmitted ASU student | ☐ F1/J1 Visa Holder (see **below) |
| ☐ Currently employed at ASU (see ***below) | ☐ Permanent resident card holders (see instruction 2 below) |

**UNIVERSITY REGISTRAR SERVICES**  
*Outgoing Transcripts*  
PO BOX 870312, TEMPE, AZ 85287-0312  
Phone: 480-965-7276  
academicfiles@asu.edu

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### NAME CURRENTLY ON ASU RECORDS

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Suffix:</th>
</tr>
</thead>
</table>

### NAME CHANGE REQUESTED

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Suffix:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Email Address:</th>
<th>Visa Status (See #2 below):</th>
</tr>
</thead>
</table>

I certify that all the information supplied by me on this application is correct and complete. I also understand that any misrepresentation or falsification is sufficient cause for reversal of a name change, cancellation of enrollment, and/or other disciplinary action.

**Signature (required):**

**Date:**

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*Historical academic records for formerly enrolled students will not be altered, unless related to a gender change as described below.

**Students with F1 or J1 visa status must process name changes through the International Student and Scholars Center (ISSC). ISSC can be reached via phone at 480-965-7451, via email to issc@asu.edu or in person at the Tempe Campus, Student Services (SSV) Building, room 170.

***Human Resources name changes will override the University Registrar Services name change process. Therefore, students who are currently employed at ASU must submit a name change through ASU Human Resources, Tempe University Center (UNCNTRA).

To help protect students from identity theft or inappropriate access, each name change request requires, at a minimum, two different forms of documentation, one of which must be picture identification. Additional documentation may be requested for some name changes, such as when completely new first and/or last names are requested.

### Instructions

1. **All requests require:**
   a. Student’s signature
   b. Picture identification (include copy of state/government issued photo ID or ASU Sun Card)
   c. A copy of one of the following documents verifying the name change:

<table>
<thead>
<tr>
<th>☐ Marriage License</th>
<th>☐ Adoption Papers</th>
<th>☐ Court Order</th>
<th>☐ Certificate Divorce Decree</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Social Security Card</td>
<td>☐ Current State/Government Issued ID</td>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>

2. **All requests from foreign passport and permanent resident card holders also require a copy of the requestor’s foreign passport or permanent resident card. Enter None if visa status is not applicable.

3. **Is a gender marker update also needed with this name change request?**

   | ☐ No Change | ☐ Female | ☐ Male | ☐ Undisclosed Preferred |

Request forms submitted electronically via DocuSign will automatically be sent to ASU Registrar - Outgoing Transcripts. Printed and signed forms and documentation can be submitted in person at any University Registrar Services location, mailed in or scanned and emailed to academicfiles@asu.edu. Please allow three to five business days for processing. You will be notified by email if we are unable to complete the name change.

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**University Registrar Services Locations**

<table>
<thead>
<tr>
<th>Downtown Phoenix campus</th>
<th>Polytechnic campus</th>
<th>Tempe campus</th>
<th>West campus</th>
</tr>
</thead>
</table>
| University Registrar Services  
University Center Building, Room 130  
411 N. Central  
Phoenix, AZ 85004  
602-496-4372  
Email: academicfiles@asu.edu | Administration Building  
University Registrar Services  
5990 S. Sterling Mall  
Mesa, AZ 85212  
480-727-1142  
Email: academicfiles@asu.edu | Student Services Building, Room 140  
University Registrar Services  
Outgoing Transcripts  
PO Box 870312  
Tempe, AZ 85287  
480-965-7276  
Email: academicfiles@asu.edu | University Registrar Services  
University Services Building, Room 101  
PO Box 37100  
Phoenix, AZ 85069  
602-543-8203  
Email: academicfiles@asu.edu |

Updated 01/28/2019