# Application for Student Change of Name

(For Students Currently Enrolled* or Admitted For A Future Term*)

**ARIZONA STATE UNIVERSITY**

**UNIVERSITY REGISTRAR SERVICES**

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**Please Type or Print. Also see additional instructions below.**

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**STATUS (CHECK EACH APPLICABLE BOX)**

- [ ] Currently enrolled at ASU
- [ ] Applying for ASU readmission
- [ ] Newly admitted ASU student
- [ ] Currently employed at ASU (see note below)

**ASU I.D. NO.**

**BIRTHDATE (MO., DAY, YR.)**

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**NAME CURRENTLY ON ASU RECORDS**

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>SUFFIX</th>
</tr>
</thead>
</table>

**NAME CHANGE REQUESTED**

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>SUFFIX</th>
</tr>
</thead>
</table>

**ADDRESS**

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

**PHONE NO.**

**E-MAIL ADDRESS**

**VISA STATUS (See #2 below)**

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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.

**STUDENT SIGNATURE**

**DATE**

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

Note: 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, University Services Building.

To help protect students from identity theft or inappropriate access, each name change request requires at a minimum the following documentation. (Additional documentation may be requested for some name changes, especially when completely new first and or last names are requested.)

## Instructions:

1. All requests require:
   - a. student's signature
   - b. picture identification (if submitting via mail, include copy of state/government issued photo ID or ASU Sun card)
   - c. copy of one of the following documents verifying the name change:
     - marriage license/certificate
     - adoption papers
     - court order
     - divorce decree
     - social security card
     - current state/government issued ID

2. All requests from foreign passport and permanent resident card holders also require a copy of their foreign passport or permanent resident card. **Students with F1 or J1 Visa status must process name changes through the International Students and Scholars Center at 480-965-7451 or in person at the Student Services Building on the Tempe campus (SSV), First floor, Room 170.**

3. Requests also requiring a gender change on academic records will require a birth certificate or medical documentation. Name changes related to gender changes may be processed for formerly enrolled students, as well as currently enrolled students.

4. Students may submit an Application for Student Change of Name request form to:

   **Downtown Phoenix campus**

   University Center
   UCENT, Suite 130

   **Polytechnic campus**

   Administration Building
   ADMIN

   **Tempe campus**

   Student Services Bldg
   SSV 140

   **West campus**

   University Center Bldg
   UCB 120

   **Outgoing Transcripts**

   PO Box 37100
   Phoenix, AZ 85069

   **Submit complete requests to:**

   academicfiles@asu.edu

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Please call Outgoing Transcripts at (480) 965-7276 with any further questions.

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**Official Use Only Processed By:**

**DATE:**