Application for Student Change of Name
(For Students Currently Enrolled* or Admitted For A Future Term*)
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES

Please Type or Print. See additional instructions below.

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.)

NAME CURRENTLY ON ASU RECORDS
LAST FIRST MIDDLE SUFFIX

NAME CHANGE REQUESTED
LAST FIRST MIDDLE SUFFIX

ADDRESS CITY STATE ZIP

PHONE NO. E-MAIL ADDRESS VISA STATUS (See #2 below)

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

*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, Tempe University Center (UCNTRA).

To help protect students from identity theft or inappropriate access, each name change request requires, at a minimum, the documentation listed below (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 (no electronic signatures accepted)
   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:
      - marriage license
      - adoption papers
      - court order
      - certificate 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 the requestor’s foreign passport or permanent resident card. Students with F1 or J1 visa status must process name changes through the International Students and Scholars Center (ISSC). ISSC can be reach 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.

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 currently enrolled students, as well as formerly enrolled students.

4. Students should submit the Application for Student Change of Name request form to:

<table>
<thead>
<tr>
<th>Downtown campus</th>
<th>Polytechnic campus</th>
<th>Tempe campus</th>
<th>West campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Center</td>
<td>Administration Building</td>
<td>Student Services Building</td>
<td>University Center Building UCB 101</td>
</tr>
<tr>
<td>UCENT, Suite 130</td>
<td>ADMIN</td>
<td>SSV 140</td>
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<tr>
<td>University Registrar Services</td>
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<td>University Registrar Services</td>
<td>University Registrar Services</td>
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<tr>
<td>411 N. Central, Suite 130</td>
<td>5990 S. Sterling Mall</td>
<td>Outgoing Transcripts</td>
<td>PO Box 37100</td>
</tr>
<tr>
<td>Phoenix, AZ 85004-2142</td>
<td>Mesa, AZ 85212</td>
<td>PO Box 870312</td>
<td>Phoenix, AZ 85069</td>
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<td>Tempe, AZ 85287-0312</td>
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</tbody>
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   Please contact Outgoing Transcripts at 480-965-7276 or academicfiles@asu.edu if you have any questions.

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