



UGA ID Number	Current Name on Record (Last, First, Middle)

Note: Since academic records are permanent in nature and often referred to long after the student has left the University, it is the policy to require that **only legal names** be used on the student's record. Nicknames, assumed names, etc. will not be used.

New Legal Name (Last, First, Middle)

Check Reason for Change

- Change of name due to **Marriage** requires a copy of a marriage certificate or current Social Security card reflecting your new name and a government-issued photo ID reflecting the new name.
- Change of name due to **Legal Change** requires a copy of a court order or current Social Security card reflecting the new name and a government-issued photo ID reflecting the new name.
- Change of name due to **Divorce** requires a copy of divorce decree or current Social Security card reflecting the new name and a government-issued photo ID reflecting the new name.
- Change of name due to **Adoption** requires a copy of court order or current Social Security card reflecting the new name and a government-issued photo ID reflecting the new name.
- Change of name due to **Spelling Error** normally requires only a government-issued photo ID reflecting the correct spelling. At times, a current Social Security card may be required.
- Change of name due to **Gender Change** requires a copy of court order and a government- issued photo ID reflecting the new name. *Please note that a separate written and signed request is required for changing gender on an academic record.*

Please note: In order to protect the security of all students, Social Security cards must be presented in person and will not be accepted via email or fax. **This form and accompanying documentation will not be accepted via email.**

Student Signature

Date

<p>Office Use Only System Update By: _____ Date _____</p>
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