



# Change of Name Form

## REGISTRAR'S OFFICE

University of Central Florida  
P.O.Box 160114, Orlando, FL 32816-0114  
407-823-3100 E-mail: registrar@mail.ucf.edu



To change the legal name maintained on the student's official UCF record, the student **must submit** a completed "Change of Name" form and supporting documentation **to the appropriate UCF office**:

- **Undergraduate** students must submit the form to the **Registrar's Office** (MH 161; 407-823-3100).
- **Graduate** students must submit the form to the **Graduate Studies Office** (MH 230; 407-823-2766).
- Current **UCF employees** (GA, OPS, USPS, A&P classifications) and those students who have been UCF employees within twelve months of the date the name change is requested must submit the form to the **Human Resources Office** (12565 Research Parkway; 407-823-2771).

You **must** attach to the form a copy of an official legal document containing the changed name (e.g., driver's license, marriage certificate, divorce decree, Passport, etc.).

If you have changed your mailing or permanent address, please complete and submit a "Change of Address Form" to the Registrar's Office (MH 161).

**Note:** if you intend to graduate at the end of the current term, contact the Registrar's Office Graduation Section to ensure that your updated name appears in the *Commencement Program*.

PID or Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Current name under which you are registered at UCF:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

### New legal name (Must be completed in full. Please print clearly):

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle or Maiden: \_\_\_\_\_

 **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_