



**INFORMATION**

To change the legal name maintained on the student's official UCF record, the student **must** complete this form and submit it with 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 **College of Graduate Studies** (MH 230; 407-823-2766)

**UCF Employees may not use this form:**

Current UCF Employees (GA, OPS, USPS, and A&P Classifications) and those students who have been prior UCF employees **must complete a "Personal Data Sheet" and a "W-4" form**. Submit these forms with a copy of your **Social Security Card** reflecting the new name to the **Human Resources Office, (3280 Progress Dr., Suite 100; 407-823-2771)**. To obtain the Personal Data Sheet and W-4 form, visit the Human Resources Website, [www.hr.ucf.edu](http://www.hr.ucf.edu). See your Department's HR Liaison for assistance.

If you have changed your mailing or permanent address, please edit online at <https://my.ucf.edu> or complete and submit an "Address Change" form to the Registrar's Office (MH 161).

If you have already filed an Intent to Graduate, contact the [Registrar's Office Graduation Area](#) to ensure that your updated name appears on the diploma and Commencement Program.

**PERSONAL INFORMATION**

UCFID \_\_\_\_\_

Telephone \_\_\_\_\_ Knights Email \_\_\_\_\_

**CURRENT NAME (UNDER WHICH YOU ARE CURRENTLY REGISTERED AT UCF)**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**NEW PREFERRED FIRST NAME**

Preferred First Name \_\_\_\_\_

**NEW LEGAL NAME**

Last \_\_\_\_\_ First \_\_\_\_\_

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

Please indicate the acceptable documentation you will provide with this form:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Driver's License     | <input type="checkbox"/> Official Name Change from Court | <input type="checkbox"/> Government ID |
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Divorce Decree                  |  |
| <input type="checkbox"/> Military ID          | <input type="checkbox"/> Passport                        |  |

**SIGNATURE**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Due to need to authenticate signatures, this form cannot be submitted electronically.