



**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 be advised that the next time you replace your UCF ID card, your updated name will appear on it)

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.