



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 Registrar's Office**.

UCF Employees may not use this form:

Current UCF employees: Submit your name change via Workday (Personal Information-Legal Name) and attach a copy of your SSN card.

Former employees: Submit your name change via email to knextverify@ucf.edu . You will need to include the personal data sheet, <https://hr.ucf.edu/wp-content/uploads/sites/17/PersonalDataSheet.pdf> and a copy of your SSN card. Please password protect the SSN card, and email the password in a separate email to knextverify@ucf.edu .

If you have changed your mailing or permanent address, please edit this online via Workday.

PERSONAL INFORMATION

UCFID _____

Telephone _____ UCF Email _____

I am a: Graduate Student Undergraduate Student

CURRENT NAME (Under which you are currently registered at UCF)

Last _____ First _____ Middle _____

NEW PREFERRED FIRST NAME

Preferred First Name _____

NEW LEGAL NAME (Please be advised that the next time you replace your UCF ID card, your updated name will appear on it)

Last _____ First _____

Middle or Maiden _____

Change: Primary Name Diploma Name Primary and Diploma Name

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

- Driver's License Official Name Change from Court Government ID
- Social Security Card Divorce Decree
- Military ID Passport

SIGNATURE

Student Signature _____ Date _____

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