

# Change of Student Name, or Corrections

Please upload this form and supporting documents to our Secure Documents Portal at:

<https://apps.tacoma.uw.edu/secure-document-upload-portal/application-core/protected/registrar-secure-document-portal.php>

To change the name on your student record you must complete and **submit this form along with copies of two documents** that show your new name (a legal document such as a marriage certificate, and a driver's license, social security card, etc.) You may also use this form to correct your DOB or SSN, but you must provide two copies of ID with the correct information on at least one form of official identification.

STUDENT NUMBER		<input type="checkbox"/> CHANGE TO RECORDS <input type="checkbox"/> CORRECTION TO RECORDS	
LAST NAME (Please Print)		FIRST NAME	
		MI	
<b>ADMIT QTR/YR</b>	<b>STATUS</b>	ACADEMIC MAJOR	
<input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <b>YR</b> _____	<input type="checkbox"/> Undergrad. <input type="checkbox"/> Non-Matric <input type="checkbox"/> Post Bac. <input type="checkbox"/> Grad/Prof. <input type="checkbox"/> Grad Non-Matric	<input type="checkbox"/> PREMAJOR/UNDECLARED	
		PHONE NUMBER	UW EMAIL (PREFERRED)
		(      )	
		STUDENT'S SIGNATURE	DATE

**CHANGE NAME FROM: (FORMER NAME)**

LAST NAME (PLEASE PRINT)	FIRST	MIDDLE

**TO: (NEW NAME)**

LAST NAME (PLEASE PRINT)	FIRST	MIDDLE

**REASON FOR CHANGE**

OFFICE USE ONLY

PROCESSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Label made by: \_\_\_\_\_

DATE: \_\_\_\_\_