

Upload this form & supporting documentation to the: Secure Document Portal.

Change of Student Name Request, or Corrections

For questions email us at: reguw@uw.edu

OFFICE OF THE REGISTRAR
1900 COMMERCE STREET, CAMPUS BOX 358400, TACOMA, WA 98402

INSTRUCTIONS

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. If you do not have these, see the back of this form for other accepted documents.

A certified copy of a of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the primary document required. At least one of the documents must have date of birth, a photograph, and a signature.

PLEASE PRINT CLEARLY

STUDENT NUMBER		SOCIAL SECURITY NUMBER		DATE
Change name:	From	LAST	FIRST NAME	MI
	To	LAST	FIRST NAME	MI
Change, correct, or add:	FROM			
	TO			
Reason for change				
Note: if the above change requires court action, legal papers must be presented.				
STUDENT'S SIGNATURE			PHONE NUMBER	

OFFICE USE ONLY

PROCESSED BY: _____ DATE: _____

Applied to Graduate? YES NO Notified uwgrad

Label made by: _____ DATE: _____

Documentation Required for Official Name Changes, Updates or Corrections on Records

To change the name, Social Security number or date of birth on your student record, you must complete and upload this form along with copies of two documents that show your new name to the Secure Document Upload Portal at: <https://apps.tacoma.uw.edu/secure-document-upload-portal/application-core/protected/registrar-secure-document-portal.php>

1. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the primary document required. At least one of the documents must have date of birth, a photograph, and a signature.

2. If these documents are not available, then you must provide usage. The student must provide proof that they are the person whose name is being changed. This typically requires photo ID. Once verified, the student must submit a minimum of two of the documents listed below. At least one of the documents must have date of birth, a photograph, and a signature:

At least one of the documents must have date of birth, a photograph, and a signature:

- Former ID
- Valid driver's license
- Valid ID
- Valid Military ID
- Student ID
- Valid Passport
- Social Security card
- Birth Certificate
- Business License
- Employee Identification cards
- Original Copy of citizenship form that contains signature & photo
- Utility, Telephone, medical bills that show name used
- A federally recognized Indian Tribe's enrollment card or a US Bureau of Indian Affairs identification card containing the signature and photograph of the individual.