

Student Record Name Change Request

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Records Section, P.O. Box 30018, College Station, TX 77842-3018; or General Services Complex, Suite 1501. Any questions may be directed to 979-845-1003 or records@tamu.edu.

Must be accompanied by acceptable legal documentation as defined below.

Student ID Number _____ Date of Birth _____ / _____ / _____

Major _____ Classification _____ Expected or Actual Graduation Date _____

Are you a **Current TAMU** employee? Yes No

If yes, do you want your Compass name to change, as well? Yes No

CHANGE NAME TO: (Please type EXACTLY as you wish it to appear)

Last Name _____ First Name _____ Middle Name _____

FROM:

Last Name _____ First Name _____ Middle Name _____

REASON FOR CHANGE:
 Marriage Divorce Court Order/Naturalization Misspelling

MAILING ADDRESS:

Street or P.O. Box _____ Phone Number _____

City, State, Zip Code _____

** I have read the Guidelines for Changing the Name on Official Records. I understand that the new name will appear on all official University records and on my diploma. I also understand that I may not make additional changes to my name without new legal documentation demonstrating that my name has been substantially altered for one of the reasons shown above.*

Signature _____ Date _____

For Records Office Use Only

Date Changed in: _____ Compass _____ Data Search Files _____ Permanent Record/Film _____
Date Change Sent to: _____ Dean _____ Department _____ Student _____

Documentation Received:
 Marriage License Divorce Decree Birth Certificate Passport Permanent Resident Card
 Naturalization Certificate Court Order Driver's License (for minor changes only, such as misspelling)