

## 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](mailto: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)