

Faculty/Staff Compass Name Change

This form can be filled out with Adobe Acrobat and then printed for signature.
Any questions may be directed to the Records Administration & Archives section 979-862-3855 or recordsadmin@tamu.edu.

UIN: _____ **Date of Birth:** (for record matching purposes only) _____

Department: _____

Name as it currently appears in Compass: _____

- Only TAMU faculty and staff who are *former students* of Texas A&M University may submit this form. *Current students* must follow Guidelines for Changing the Name on Official Records.
- This action will affect only your faculty/staff name as it appears in Compass. It will not change the way your name appears on any official University student records (i.e., transcripts, diplomas).
- To change your official University student record, please submit a Name Change Request form with appropriate documentation to the Records Office.

With my signature, I request my current faculty/staff name in Compass be changed to match my official Texas A&M University payroll record.

Signature: _____

Date: _____

For Office Use Only

Date Received: _____ Processed By: _____

Faculty/Staff Name (as verified in BPP System) _____

Date Entered in Compass: