UNIVERSITY OF MIAMI

# CHANGE OF NAME
# (Official Record and / or Diploma)

**OFFICE OF THE REGISTRAR**

**CURRENT NAME ON OFFICIAL RECORD**

_____
Last Name First Name Middle Name

_____ / _____ / _____ _____ / _____ / _____
UM ID or Social Security Number Date of Birth

☐ Please check here if you have graduated or are about to graduate.

Are you an International Student?: ☐ NO ☐ YES (*If yes, you MUST obtain a signature as requested below*.)

**I WANT TO CHANGE MY NAME TO:**

_____ _____ _____
Last Name First Name Middle Name

On my (*check one as Official Record will automatically change the Diploma Name*):

☐ **OFFICIAL RECORD** – This will also change my name on my Diploma. **International students** must also obtain a signature from an International Student and Scholar Services Advisor – see below.

☐ **DIPLOMA ONLY – Accepted changes for diploma only are adding diacritical marks or changing a name to an initial.** (These diploma name modifications will NOT change your name on your official record. Your official name on record will appear on all your academic documents including your transcripts. The name on your transcript MUST be the official name on your record. Thus, if you modify your diploma name, the name on your transcripts will not match the name on your diploma.)

**INTERNATIONAL STUDENTS** who are **changing the name on the official record**, in addition to providing legal documentation, MUST obtain a signature from an International Student and Scholar Services (ISSS) Advisor authorizing the name change. ISSS is located in Building 21, Room F, 3rd floor.

_____ _____
Signature of ISSS Advisor Date

**DOCUMENTATION ATTACHED** (Required if changing your official name on record. ***Documentation must be original or certified copy***. Please mail documentation to the address noted below or bring to our office. Faxed copies are NOT accepted.) Please check type of document you are providing.

☐ Marriage License ☐ Divorce Document ☐ Naturalization Papers

☐ Passport ☐ Court Order ☐ Birth Certificate*

***Birth certificates are used to correct spelling and cannot be used to change your current name back to your birth name.***

**I understand that it is my responsibility to also notify my school/college of my change of name.**

**SIGNATURE:** _____ **DATE:** _____

**EMAIL ADDRESS:** _____

**PHONE NUMBER:** _____

***FOR OFFICE USE ONLY:***
***Name change processed by:*** _____ ***Date:*** _____

***Type of Photo ID Provided:***_____