



Instructions: This form and supporting documentation must be submitted to the Office of the Registrar either in-person, by mail, or by fax before any name change can be made to your official university records.

- Your name cannot be changed without a written request from you. No second party notification of a name change will be accepted.
- Proof of **new** name must be submitted using one or more of the following pieces of identification:
(If providing this documentation by mail, please send copies only.)
 1. State driver's license or ID card
 2. Legal court document
 3. Passport
 4. Marriage license or
 5. Social security card (Card must be signed)
- If your request for a change to your name occurs during the quarter, it is your responsibility to notify your instructor(s) in writing so that grades are assigned properly.
- To appear on the diploma, name changes must be submitted **no later than** the deadline to apply for graduation.

NOTE TO ALL STUDENTS: You are responsible for notifying your major department of this name change. If you are living in University housing and/or have enrolled for special health insurance, you should notify those offices in writing, including your old and new name.

Current Student PID # A _____

Birth Date: _____ / _____ / _____
Month Date Year

Current College: _____

Name as it **currently** appears on official University Records:

First Name: _____ Middle: _____ Last: _____ Suffix: _____

Term Last Registered (or current term if currently enrolled): _____
Quarter Year

I hereby certify that I wish to have my name on official records at the University of California, San Diego changed to the name provided below.

First Name: _____ Middle: _____ Last: _____ Suffix: _____

Signature: _____

Please submit form by mail, fax or in-person to:
Office of the Registrar, Academic Records
9500 Gilman Drive #0022
La Jolla, CA 92093-0022

Fax: (858) 534-5723