Please present an original document (list below) or an original notarized photocopy with the completed “Name

Change Request Form” to the Registrar’s Office staff.

●Valid Driver’s License

●Valid Passport

●Valid Social Security Card

●Other Government Documentation (for example: valid green card)

●Valid Court Order of Name Change

(Please note that Marriage Certificates, Divorce Decrees and Birth Certificates are not sufficient documentation.)

HUID #: Dates of Attendance:

Degree Program: [ ] JD [ ] LLM [ ] SJD [ ] OTHER

Name which **currently** appears on your official records:

First Name:

Middle Name:

Last Name:

**New** **legal name** which will appear on all official records:

***Federal reporting regulations require that only legal names appear in official school records.***

First Name:

Middle Name:

Last Name:

Preferred First Name\*:

\*Please note that the preferred first name you indicate will be viewable in course seating charts, rosters, and course Canvas pages; your e-mail display name and the Harvard directory. Your legal name, however, will still be listed on all of your official school records.

Email Address Change:

\*Note there is a **15 character** **limit** on student email addresses.\*

If requesting an e-mail address change, please provide the following:

Current email address:

Desired email address:

Student’s Signature: Date: