

NAME AND EMAIL CHANGE REQUEST FORM

Student Name: _____

Year: ☐ 2L ☐ 3L ☐ LLM

HUID: _____ E-mail: _____

For legal name changes: Please present a valid, original document or an original notarized photocopy with the completed form to the Registrar's Office. Marriage Certificates, Divorce Decrees, and Birth Certifications will not be accepted. The Office of the Registrar will accept the following documents:

- Driver's License
- Passport
- Social Security Card
- Green Card
- Court Order of Name Change
- Other Government Documentation

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

First Name: _____

Middle Name: _____

Last Name: _____

New Legal name that will appear on all official records:

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

First Name: _____

Middle Name: _____

Last Name: _____

Preferred First Name for course materials, email, and directory:

Legal name remains on official records.

First Name: _____

Email Address Change:

A 15-character limit applies.

New Email: _____

Signature:

Please print and sign.

Student Signature: _____ Date: _____