## **Request for Correction/Change of Name Form**

(Students only)

## Follow the instructions listed below:

- Fill out the Request for Correction/Change of Name Form and bring it to the Office of the Registrar or the nearest Regional Campus. Alternatively, you may mail the form in. <u>If you elect to mail the form, please refer to the additional instructions listed at the bottom of this form.</u>
- Bring a valid photo identification and one of the following additional documents:
  - a. A Court Order
  - b. Certificate of Naturalization

NAME CORRECTION (Misspelled or incomplete name)

- c. VISA
- d. Certificate of Marriage
- e. Social Security card or Taxpayer Identification Number (TIN) card.
- Please note that all documents <u>must be original</u>. Your additional document must contain your full legal name as it appears on your SSN/TIN card or tax return.

NAME CHANGE □

## **PLEASE PRINT**

University of La Verne Student ID	Birth Date			
		Month —	Day	—
Name Currently on File is:				
Last Name	First Name	N	Middle	Maiden
Correct/Change Name to:				
Last Name	First Name	N	∕liddle	Maiden
Student Signature			Date	
Students who elect to mail the form are required to have this form notarized. Mail the notarized form and a <b>copy</b> of each supporting document (valid government issued photo ID and <b>one (1)</b> of the documents listed as a - e above) to:				
Office of the Registrar				
1950 3 <sup>rd</sup> St				with of To
La Verne, CA 91750				
Original valid government issued photo ID and original supporting document must be				
present at the time of notarization.				
Subscribed and sworn before me, notary public,				
On this day of		_20		Jounded 1891
Notary Public signature				
Student Signature				