University *of* La Verne

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 or email the form.

- Provide a government issued photo ID. The photo ID must reflect the name change/correction.
  - o Driver's License
  - o Passport/Passport Card
  - o Military ID
  - o REAL ID

- Please note that all documents submitted in person **must be original**.

- If you elect to **mail,** please include the completed form and a copy of the original government issued photo ID.

  Please mail to: Office of the Registrar
  1950 Third St.
  La Verne, CA 91750

- If you elect to **email**, please include the completed form and a copy of the original government issued photo ID. **You must use your La Verne email account**. If you do not have a La Verne email account, you may send it from an email address that we have on file.

  Please email required documents to **reg@laverne.edu**

PLEASE PRINT

NAME CORRECTION (Misspelled or incomplete name) ❑   **NAME CHANGE** ❑

_____

University of La Verne Student ID Number   Birth Date

☐ ☐ ☐ ☐ ☐ ☐ ☐   ☐ ☐ – ☐ ☐ – ☐ ☐ ☐ ☐

Month   *Day*   *Year*

Name Currently on File is:
Last Name   First Name   Middle   Maiden

_____

Correct/Change Name to:
Last Name   First Name   Middle   Maiden

_____

Student Signature   Date

_____

If you would like to update your La Verne email address, please follow the steps below:

1. Email **help@laverne.edu** from your current La Verne email address with the following information
   a. Whether you are a current student
   b. Confirm that Office of the Registrar has changed your name
   c. Provide a personal email address other than your La Verne email address
2. You will then receive a confirmation to your personal email when the work order is closed
3. You can verify your new La Verne email address by logging into your portal
   a. Click "MyLaVerne" under Quicklinks
   b. Click "Personal Information"
   c. Click "Email Information"
   d. Click "View your Email address(es)"