

UNIVERSITY OF LOUISIANA MONROE

Legal Name Change Request

To change your legal name for any reason (e.g., divorce, marriage, adoption, legal name change), you must:

- ✓ **complete** and **print** this form;
 - ✓ **affix** your original signature in the designated space;
 - ✓ **APPEAR IN PERSON in the ULM Registrar's Office;** and
 - ✓ **present** your signed form, original **signed** Social Security card bearing the desired name, and a photo ID.
- If you are unable to appear in person, **ALL** documents must be Notarized and mailed to the address on the bottom of the form.

Presenting a *copy* of your card is not acceptable, and no other document or form of identification will be accepted in lieu of the Social Security Card. Only the name as it appears on the Social Security card will become part of the student's legal name on the ULM record. The legal name on the ULM record will reflect the name exactly as it appears on the Social Security card.

CWID

Social Security Number

Change name from:

(Last Name)

(First Name)

(Middle/Maiden)

Change name to:

(Last Name)

(First Name)

(Middle/Maiden)

Will you graduate from ULM during the current term? Yes No

Telephone Number

Alternate Telephone Number

Permanent Email Address

ULM Email Address

By my signature below, I verify that the statements above are correct.

Student's Signature (required)

Date

Submit completed form to ULM Registrar's Office, Sandel Hall 217, 700 University Ave., Monroe, LA 71209