



CHANGE OF NAME REQUEST

PERSONAL INFORMATION

**Indicates Required Field*

LLU ID# or Social Security Number:* _____ E-mail Address: _____

Name: Last* _____ First* _____ Middle _____

LLU School:* _____ Program of Study:* _____

Student Status: Current Student Former Student Expected Graduation Date:* (MM/DD/YYYY) _____ / _____ / _____

Reason for Name Change: Marriage Divorce Court Order Other: _____

CHANGE OF NAME REQUEST

Instructions:

1. Present a current ID card or other form of picture ID with the student's name as it presently appears on university records.
2. For major name changes, submit an original certified copy of a court order, marriage certificate or a dissolution decree, and your Social Security card. The name on the documentation presented must match the request for name change.
3. Minor revisions to names may be made by providing a Social Security card and other documentation such as a current driver's license with photo, birth certificate, green card, etc. The name on the documentation presented must match the request for name change.

NOTE: For currently registered students, name changes received after the last day of registration will not be processed until after grades have been entered for the quarter.

Expected June graduates for the current academic year must process name changes by the first week of the winter quarter in order to have their name correct on the diploma. There is a \$35 charge for diploma reorders.

When this change is completed, an electronic confirmation will be sent to you via the email address you provided in the space above.

Type complete primary name as it currently appears on University records:

Last:*	First:*	Middle:
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Type complete new primary name:

Last:*	First:*	Middle:
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REQUIRED SIGNATURES

Student: _____ Date: (MM/DD/YYYY) _____ / _____ / _____

FOR OFFICE USE ONLY

Documents Received:

Certified copy of:

- Marriage Certificate Dissolution Decree Court Order

Photocopy of:

- Driver's License Social Security Card Green Card Certificate of Naturalization Birth Certificate

- Other _____

By: _____

If you have any questions please email Registrar@llu.edu or call (909) 558-4508 or (800) 422-4558