

Student Name Change Request

Instructions

To update your legal name on file, please complete this form and supply the appropriate supporting documentation.

You must attach a copy of legal documentation reflecting a name change. Such documents include a marriage license, divorce decree that reinstates the maiden name, adoption documents, court order, valid passport or birth certificate. Documents which are not considered legal documents are a social security card, a driver's license, or a notarized statement.

Complete the Following

Incorrect Name as Shown on Record:

Last: _____ First: _____ Middle: _____

USC ID: _____ Date of Birth: _____

Dates of Attendance: From - _____ To - _____

Phone: _____ Email: _____

Check the box next to the information you would like updated, then fill out the corresponding text box:

First Name: _____

Middle Name: _____

Last Name: _____

Suffix: _____

Recent Graduate. Need name updated on diploma.

Student Signature: _____ Date: _____

Submission Directions

Return this document along with the required documentation to the Office of the University Registrar. You may send this form and your documentation to us by email or mail.

NOTE: A physical signature is required – a digital signature will not be accepted.

