UNIVERSITY REGISTRAR

FLORIDA POLYTECHNIC UNIVERSITY

Legal Name Change Request

This form and supporting documentation must be submitted to the Office of the University Registrar before any legal name change or correction can be made on your official University records.

- Your name cannot be changed without a written request from you. No second party notification of a name change will be accepted.
- Proof of **new** name must be submitted using one or more of the following pieces of identification: (If providing this documentation by mail, please send copies only.)
    - State issued driver's license or ID card
    - Legal court document
    - Passport
    - State issued marriage license
    - Social Security Card (card must be signed)
- If your request for a change to your legal name occurs during the semester, it is your responsibility to notify your instructor(s) in writing so that grades are assigned properly.
- To appear on the diploma, name changes must be submitted **no later than** the deadline to apply for graduation.
- Students who work for the university will also need to update their name with HR.
- Please allow five business days for processing. After the name change is processed, you may contact the Auxiliary Services Office for instructions on obtaining a new student identification card and the IT Department for obtaining an updated University issued email address that reflect the name change.

Student Information:

Student UID: _____   Date of Birth _____/_____/_____

Have you applied to graduate?   No   Yes (Term: _____ Year: _____)

Name as it currently appears on official Florida Polytechnic University records:

_____   _____   _____
Last Name   First Name   Middle Name

Your new legal name (as it appears on the attached documentation):

_____   _____   _____
Last Name   First Name   Middle Name

My signature below certifies that I am requesting that my legal name be changed on official records at Florida Polytechnic University, and that the information I have provided on this form is true and accurate to the best of my knowledge.

Student's Signature: _____ Date: _____