

Student Name Change Form

Student Name Change Instructions & Form

Current and former students may have need to change the name associated with their academic record to reflect accurately the name by which they are known in the larger world. Typical reasons for a name change include marriage, divorce, naturalization, use of a variation of the name, etc.

If you need to have your name changed, the University at Buffalo must change all of your records to reflect that new name. After we do that, your UB financial records, your future academic transcripts, and your future diploma will carry only that new name.

In order to effect a name change, you will need to **complete** the attached **Name Change Form** and **provide acceptable documentation** that shows your new name.

Acceptable documentation. The following types of documents can be used:

Photographic documents that show the new name. Typical documents: driver's license; passport; alien registration card (Green Card)

Legal documents that show the former and new names. Typical documents: marriage certificate; divorce decree, naturalization papers; court approval of name change

- Can be used to document name change for complete change of first or last name

Notarized statement declaring two variations as representing the same person

- Can be used for variation of the existing name, e.g. "*John V. Brown*" is the name on UB records; "*J. Vernon Brown*" is the name requested.
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Name Change Process

1. In order to effect a **student name change**, you will need to complete the attached form, **and provide acceptable documentation** that shows your new name.
2. Go to the Student Response Center, Capen 232. We recommend that you bring your documentation to us and complete the request in person. This change can be made more quickly and any questions we might have can be answered.
- 2a. If it is not possible to go to the Student Response Center, complete this form, and attach a copy of your documentation, and mail to the:
Student Response Center, 232 Capen Hall, University at Buffalo, Buffalo, NY 14260.

Step 1. Your **NEW** name as you want it recorded on your UB records (*Please Print*):

Last Name	First Name	Middle Name
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(place suffix after your last name if there is one)

Step 2. Your **CURRENT** name, as it is recorded on your UB records (*Please Print*):

Last Name	First Name	Middle Name
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Person Number from UB ID Card	Email Address
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Step 3. Please remember to **attach a legible copy of the documentation** you are providing.

Check box to indicate type of documentation that you are providing

- Marriage Certificate
- Driver's License
- Passport
- Alien Registration Card (Green Card)
- Divorce Decree
- Naturalization Papers
- Court Approval of Name Change
- Notarized statement declaring two variations as representing the same person

Step 4. Authorization

The information on this form and the attached documentation represent accurate and legally acceptable proof of my name. Please change all records to reflect this name.

Signature of Student: _____ **Date:** _____

Step 5. Submit or mail this Form and documentation to:

Student Response Center
232 Capen Hall
University at Buffalo
Buffalo, NY 14260
FAX: 716-645-7764