



NAME CHANGE and RECORD UPDATE REQUEST FORM

Before processing any student name change, official documentation and/or identification must be provided by the student. An original signed student request is also needed for our records.

Please provide a copy from the following acceptable documentation and/or identification, showing your name change. The documents must show your previous and current name.

- Valid drivers license
Military ID
Passport
Official Court Divorce Forms
Official Marriage License
Official Court Name Change
State ID
Social Security Card
Birth Certificate

Please select from the following:

Check Here if you are currently a CU employee:
Name Change Request:

My student name has changed or has been spelled incorrectly.

My Student Number is: _____

My Name currently appears as (please print):
Last Name First Name Middle Name

My Name should appear as (please print):
Last Name First Name Middle Name

Student Information Update Request:

My Full Name is (please print):
Last Name First Name Middle Name

My Student Number is: _____

Option 1:

My birth date is recorded incorrectly.

My correct birth date is: ____ / ____ / _____

Option 2:

My social security number on my records is incorrect.

My Social Security # is: _____

Student Signature: _____ Phone Number: (____) _____ Date: _____

Note: Requests require up to 5 business days for processing. Name change requests cannot be processed the first two weeks of classes or four weeks prior to the end of term. FAXED OR PHOTOCOPIED SIGNATURES ARE NOT ACCEPTED