

Student Record Name Change Request

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Records Section, P.O. Box 30018, College Station, TX 77842-3018; or Aggie One Stop, General Services Complex, Suite 102. Any questions may be directed to 979-845-1003 or records@tamu.edu.

Must be accompanied by acceptable legal documentation as defined below.

Student ID Number _____ Date of Birth _____

Major _____ Classification _____ Expected or Actual Graduation Date _____

I am a Current Student Yes No

I understand that I will also need to update my Student ID with Student Business Services. Acknowledged

I am a Current TAMU employee? Yes No

If yes, do you want your Compass name to change, as well? Yes No

CHANGE NAME: Please type **EXACTLY** as you wish it to appear.
This is how your name will appear on your **official records, transcript, and diploma.**

	First Name	Middle Name	Last Name
CHANGE NAME FROM:			
CHANGE NAME TO:			

REASON FOR CHANGE:

Marriage Divorce Court Order/Naturalization Misspelling/Correction

MAILING ADDRESS:

Street or P.O. Box _____ Phone Number _____

City, State, Zip Code _____ Email address _____

** I have read the [Guidelines for Changing the Name on Official Records](#). I understand that the new name will appear on all official University records and on my diploma. I also understand that I may not make additional changes to my name without new legal documentation demonstrating that my name has been substantially altered for one of the reasons shown above.*

Signature _____ Date _____

For Records Office Use Only

Date Changed in: ___ Compass ___ Data Search Files ___ Permanent Record/Film

Date Change Sent to: ___ Dean ___ Department ___ Student

Documentation Received:

Marriage License Divorce Decree Birth Certificate Passport Permanent Resident Card

Naturalization Certification Court Order Admissions Application Driver's License
(for minor changes only, e.g. misspelling)