

REQUEST FOR NAME CHANGE

UNC Asheville Office of the Registrar
253 University Hall, CPO 1370, Asheville, NC 28804
Phone: (828)350-4500

****Note: If making this request by mail, all supporting documentation must be notarized. ****
Notary's statement must certify the document to be a complete, full, true and exact reproduction of the original document.

PART I: STUDENT INFORMATION

| | |
|--------------------------|----------|
| Current Name on record: | |
| Student ID Number: | Phone #: |
| Primary Email Address: | |
| Current Mailing Address: | |
| | |

| | |
|--|---|
| 1 st term of enrollment at UNC Asheville: | Please Select One: <input type="checkbox"/> Name Correction <input type="checkbox"/> Name Change |
| Are you currently enrolled at UNCA? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, a name change does not automatically update your UNC Asheville email address. Would you like it updated to reflect your new name? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If not currently enrolled, did you graduate from UNCA? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, Degree Awarded: |
| | |

PART II: REQUESTED CHANGE IN NAME [please print clearly]

| | | |
|--|-------------------|--------------------|
| FROM: <i>Print Your Current name on record at UNCA</i> | | |
| <i>Last Name</i> | <i>First Name</i> | <i>Middle Name</i> |
| TO: <i>Print your legal name exactly as it appears on the legal document</i> | | |
| <i>Last Name</i> | <i>First Name</i> | <i>Middle Name</i> |
| Student Signature: _____ Date: _____ | | |
| <i>Requests cannot be processed without a full legal signature</i> | | |

PART III: DOCUMENTATION PRESENTED

In order to process a name change, legal documentation reflecting your new legal name is required. You must provide the original document or a notarized copy. For name corrections, eg. spelling errors, only your driver's license is required. For name changes, you must present a photo ID and one of the following:

| | | | | |
|---|---|--|---|--|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Passport | <input type="checkbox"/> Naturalization Papers | <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Divorce Decree | <input type="checkbox"/> Court Order | | |

ADMINISTRATIVE USE ONLY

| | |
|--|--|
| Approved and Processed by: | Date: |
| Notified: <input type="checkbox"/> TE <input type="checkbox"/> AR <input type="checkbox"/> ITS | Updated: <input type="checkbox"/> Banner <input type="checkbox"/> Vault <input type="checkbox"/> Hard Copy (if applicable) |

Last Name: _____

First Name: _____

MI: _____

For Office Use Only