

## REQUEST FOR NAME CHANGE

UNC Asheville Office of the Registrar  
 011 Ramsey Library, CPO 1570, 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 <sup>st</sup> 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