NAME CHANGE REQUEST

OFFICE OF THE REGISTRAR
8447 STATE HIGHWAY 47
BRYAN, TX 77807
979-436-0191

☐ **College of Medicine** ☐ **Rural Public Health** ☐ **Graduate Studies**

☐ **College of Pharmacy** ☐ **College of Nursing** ☐ **Baylor College of Dentistry**

Name Change

OFFICIAL DOCUMENTATION (SEE REVERSE) MUST BE PRESENTED TO CHANGE YOUR NAME

UIN:_____-_____-_____ Today's Date: _____/____/____
Mo Day Yr

Change Name To: (Please PRINT your name)

_____
Last First Middle

From:_____
Last First Middle

Major: _____Classification_____ Expected Graduation Date: _____

Phone
Number:_____

Note: If you are changing your name prior to the commencement ceremony, but after diplomas have been ordered, your new name will not be reflected on your diploma.

Your address must be changed using the myHSC portal.

For Office Use Only

Date Changes Made: _____ Prepared By: _____

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

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08/26/2011

PROCEDURES AND GUIDELINES FOR NAME CHANGES

Complete the Name Change Request form. Complete ALL required information. Complete the Name Change Request to reflect your name as you want it to appear on a*ll* official HSC records, including your diploma. Name Changes must be submitted to the Office of the Registrar.

Provide legal documentation for the name change. If you present your Name Change Request in person, you will need to bring the original document so that a copy can be made. If you send your Name Change Request by mail, you must include a notarized official copy of your documentation. The ONLY acceptable documents for a name change are:

- Marriage license or certificate. The document must bear an official stamp of the County in which the marriage is registered and include filing information for the County Records (book, volume, folio, and/or page numbers).
- Final decree of divorce. This document must include the front page, pages with the page on which the name change decree appears.
- Birth Certificate.
- Naturalization Certificate.
- Passport or Visa.
- Court Order.

Documents that CANNOT be used for the purpose of requesting a name change are:

- Driver's License
- Social Security Card

- You may *NOT* change your name on only one portion of your records or diploma. The same name must appear on all documents in your permanent records and on your diploma.

- Name changes are entered *ONE TIME ONLY,* at the time legal documentation is presented. Any further name change must be accompanied by new legal documentation.

- You will need to submit all future correspondence (transcript requests, etc.) using your new name once the change has been entered.

- Name changes for degree candidates must be completed within one week after the deadline to apply for graduation. Students submitting a name change request after this date must pay an additional diploma fee to receive a diploma with their new name. Also, diplomas ordered after this deadline may not be received in time for distribution at the commencement ceremony.

- Name changes may be made as follows:
  - FIRST NAME - You may not drop, alter, or change your first name without legal documentation as defined below. Marriage licenses certificates or decrees of divorce are not acceptable in this case.
  - MIDDLE NAME - When changing your name based on a marriage license or certificate, you may drop your given middle name or change it to initial only. The maiden name may be added or used instead of the given middle name.
  - LAST NAME - When changing your name based on a marriage license or certificate, the maiden name may be dropped completely, or it may be used with the married name. A combined surname will be hyphenated.

Examples: When Janet Mary Smith marries John Jones

First	Middle	Last	Result
Janet	---------	Jones	Janet Jones
Janet	Mary	Jones	Janet Mary Jones
Janet	M.	Jones	Janet M. Jones
Janet	Smith	Jones	Janet Smith Jones
Janet	S.	Jones	Janet S. Jones
Janet	Mary Smith	Jones	Janet Mary Smith Jones
Janet	M. Smith	Jones	Janet M. Smith Jones
Janet	Mary S.	Jones	Janet Mary S. Jones
Janet	M. S.	Jones	Janet M. S. Jones
Janet	---------	Smith-Jones	Janet Smith-Jones

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Janet	Mary	Smith-Jones	Janet Mary Smith-Jones
Janet	M.	Smith-Jones	Janet M. Smith-Jones

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