



Change of Name Form

Information

To change the legal name maintained on the student's official UCF record, graduate students must complete this form and submit it with supporting documentation to the College of Graduate Studies (MH 230; 407-823-2766).

If you have changed your mailing or permanent address, please log into myUCF and go to Student Self Service > Personal Information in order to update your contact information.

If you intend to graduate at the end of the current term and have questions, please email Graduation/Degree Audit at graddegr@ucf.edu.

Current UCF Employees

Current UCF Employees (GA, OPS, USPS, and A&P Classifications) and those students who have been prior UCF employees must complete a "Personal Data Sheet" and a "W-4" form. Submit these forms with a copy of your Social Security Card reflecting the new name to the Human Resources Office, (3280 Progress Dr., Suite 100; 407-823-2771). To obtain the Personal Data Sheet and W-4 form, visit the Human Resources Website, www.hr.ucf.edu. See your Department's HR Liaison for assistance.

Requirements

You must attach a copy of an official legal document containing the changed name: (e.g., Driver's License, Social Security Card, Military ID, Vehicle Registration, Divorce Decree, Passport, Government ID).

UCFID: _____ Telephone Number: _____ Knights Email: _____

Current name under which you are registered at UCF:

Last Name: _____ First Name: _____ MI: _____

Change: Primary Name Diploma Name Primary and Diploma Name

New Legal Name

(Must be completed in full. Please print clearly):

Last Name: _____

First Name: _____

Check if Applicable:

Middle: _____

Maiden: _____

Signature

Student Signature: _____ Date: _____