



STUDENT NAME CHANGE REQUEST

(PLEASE PRINT)

Incomplete information may result in processing delays

Incorrect name as shown on record:

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Last

First

Middle

Student ID:

Date of Birth:

First Term:

Last Term:

PREFERRED NAME: Your academic record must be maintained under your full legal name. However, if your legal name contains more than 18 characters (including spaces), it is condensed for certain documents such as class rolls. Fill in the following with the condensed version of your legal name you desire. (Nicknames are not acceptable)

FULL LEGAL NAME: (Your academic record must be maintained under your full legal name--see documentation requirements below.)

First Name

Middle Name

Last Name

Jr., III, etc.

Current Address:

Street:

Apt., P.O. Box, Lot #:

City/State:

Zip Code:

Phone Number:

Current E-mail Address:

This form must be accompanied by a copy of a legal document reflecting a name change. Such documents are a marriage license, divorce decree that reinstates the maiden name, adoption documents, court order, valid passport or birth certificate. Documents which are **not considered** legal documents are social security card, driver's license, or notarized statement.

Signature (correct name of student):

Date: _____

Return To:

Office of the Registrar
University of South Carolina Beaufort
One University Blvd.
Bluffton, SC 29909
Fax: 843-208-8282

Office Use Only

	Yes	No
ISPOUPDT	<input type="checkbox"/>	<input type="checkbox"/>
Audited/ Unaudited	<input type="checkbox"/>	<input type="checkbox"/>
PR	<input type="checkbox"/>	<input type="checkbox"/>
ET	<input type="checkbox"/>	<input type="checkbox"/>
LT	<input type="checkbox"/>	<input type="checkbox"/>
Microx	<input type="checkbox"/>	<input type="checkbox"/>
Microfilm	<input type="checkbox"/>	<input type="checkbox"/>
GENUPDAT	<input type="checkbox"/>	<input type="checkbox"/>
USSCOMMT	<input type="checkbox"/>	<input type="checkbox"/>
EIP	<input type="checkbox"/>	<input type="checkbox"/>
Microfilm Index	<input type="checkbox"/>	<input type="checkbox"/>
Degree Apps	<input type="checkbox"/>	<input type="checkbox"/>
Sch Code	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>

Processed by: _____

Date: _____