



# Request for Change of Student Record Name

## Office of the University Registrar

Instructions: This form must be completed when changing your name (first, middle, last name, and/or suffix). It must also be accompanied by one of the following supporting documents with the updated name (original or a certified copy):

- Government Issued ID (driver license, state ID Card, valid passport)
- Court Order
- Marriage Certificate
- Permanent Resident Card
- Naturalization Certificate
- Divorce Decree
- Birth Certificate

If you are simply fixing a spelling error, no documentation is required, but this form must still be completed and submitted.

You may submit this form in person to the Office of the University Registrar located in the Zaffirini Student Success Center, Ste. 121.

You may also mail it to: Texas A&M International University, Office of the University Registrar - Ste. 121, Laredo, Texas 78041-1900.

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Please Print)

**Change Name FROM** (as it currently appears in our records):

_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix

**TO:**

_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix

**Preferred First Name:** \_\_\_\_\_

I understand that by submitting and signing this form that the new name that I have entered above will be used on all University records, including graduation programs and on my diploma.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Registrar's Office Use Only*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed in:  Banner  PRC  Both Folder Label Updated:  Y  N

Documentation Submitted with this Request:

Gov't Iss'd ID - Type: \_\_\_\_\_  Court Order  Marriage Certificate

Permanent Resident Card  Naturalization Certificate  Divorce Degree

Birth Certificate

Processing audited by: \_\_\_\_\_ Date: \_\_\_\_\_