



# Change of Legal Name Form

**Please note: Legal name changes for students require the presentation of a signed social security card bearing the new name.**

If you are a current USI employee, including student workers, or will be receiving a W2 from USI this tax year, additional procedures are required, and you must contact the USI Human Resources Office to request a legal name change.

All others can submit this form to the USI Registrar's Office for processing.

USI ID number: \_\_\_\_\_

Previous Legal Name (Please Print): \_\_\_\_\_

New Legal Name (Please Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Cell/Preferred Phone: \_\_\_\_\_

E-mail Address (Please Print): \_\_\_\_\_

**Statement of Responsibility:**

I understand changing my legal name will affect all university records.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

|  |                                  |  |                                      |
|--|----------------------------------|--|--------------------------------------|
| <b>Required Documents:</b>   |                                  |  |                                      |
| <i>For Faculty/Staff/Students/Student Employees:</i>   |                                  |  |                                      |
| A copy of the social security card is required. Photocopy the original social security card, sign and date the copy with your name as receiver and attach copy to this form. |                                  |  |                                      |
| <i>For Alumni/Donors/Prospective donors:</i>   |                                  |  |                                      |
| Documented request by constituent or development officer.  |                                  |  |                                      |
| <i>Please select roles as indicated on GUASYST. Send copies of this form and documentation to offices listed below:</i>  |                                  |  |                                      |
| <input type="checkbox"/> Human Resources   | <input type="checkbox"/> Student | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Advancement |
| Human Resources  | Registrar's Office               |  | Development                          |
| Physical Plant   | Eagle Access Card office         |  |                                      |
| Security   | Financial Aid                    |  |                                      |
| Eagle Access Card office   | Security                         |  |                                      |
| Computer Center  | Residence Life                   |  |                                      |
| Documentation received by  |                                  |  |                                      |
| Name:  | Dept:                            | Date:                                  |                                      |
| SPRIDEN record changed by  |                                  |  |                                      |
| Name:  | Dept:                            | Date:                                  |                                      |