



Name Change Request

REGISTRAR'S OFFICE

200 McAllister Street • San Francisco, CA 94102 • office (415) 565-4613 • registrar@uclawsf.edu

STUDENT I.D.#: _____

Required

FORMER NAME: _____
Last First Middle

NEW NAME: _____
Last First Middle

Optional

PREFERRED NAME: _____
Last First Middle

Documentation Provided: _____

In order to change your name on your UC Law SF records, you must provide the Registrar's Office with legal documentation of the new name. The following is a list of acceptable legal documentation (original or emailed legible photocopy will be accepted):

1. Driver's license / State ID
2. Marriage Certificate
3. Court Order
4. Passport
5. Revised Social Security Card *

PAYROLL UPDATE:

* This office cannot change your name with Human Resources. If you are or have been on the UC Law SF payroll, it is important to update your name with HR to insure that all mailings, including University of California Retirement System statements and W-2s, are mailed to the correct address. The Human Resources office will *only* accept a revised Social Security card to update your name. You must present the revised Social Security card to that office in person.

Signature: _____ Date: _____

Registrar's Office Use Only:

Processed by: _____ Date: _____