



Office of the University Registrar  
 150 Franklin Building, 3451 Walnut Street  
 Philadelphia, PA 19104-6270  
 215-898-6636

<b>Office Use Only:</b> Date received: _____ Date processed: _____ Processed by: _____/_____
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### REQUEST FOR CHANGE OF LEGAL NAME

Current students may change the name on their academic record for the following reasons: marriage, divorce, legal name change, or correction of an error. All requests must be accompanied by the student's PennCard (and/or driver's license showing former name) as well as one of the following forms of documentation for verification of the legal name change:

- Birth certificate
- Marriage certificate
- Divorce decree
- Legal Name Court Order
- Driver's license
- Valid passport

Please complete information below. We can accept photos of documents taken with a cell phone as long as the images are legible. Images and scanned documents can be sent to the OUR via the Online Document Submissions Form (<https://www.sfs.upenn.edu/forms/OnlineDocSubmitForm.php>)

1. Penn ID (the middle 8 digits on your PennCard):

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2. Current name on record:

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*Last name*

*First name*

*Middle name*

3. New or Corrected name:

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*Last name*

*First name*

*Middle name*

4. Reason for change (please select one):

- Correction of error
- Legal name change
- Marriage or divorce
- Other \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*