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):

2. Current name on record:

Last name     First name    Middle name

3. New or Corrected name:

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