

Student Record Name Change Request

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Records Section, P.O. Box 30018, College Station, TX 77842-3018; or Aggie One Stop, General Services Complex, Suite 102. Any questions may be directed to 979-845-1003 or records@tamu.edu.

Must be accompanied by acceptable legal documentation as defined below.

Student ID Number

Date of Birth

Major

Classification

Expected or Actual Graduation Date

I am a Current Student ☐ Yes ☐ No

I understand that I will also need to update my Student ID with Student Business Services. ☐ Acknowledged

I am a Current TAMU employee? ☐ Yes ☐ No

If yes, do you want your Compass name to change, as well? ☐ Yes ☐ No

CHANGE NAME TO: (Please type EXACTLY as you wish it to appear)

Last Name

First Name

Middle Name

FROM:

Last Name

First Name

Middle Name

REASON FOR CHANGE:

☐ Marriage ☐ Divorce ☐ Court Order/Naturalization ☐ Misspelling

MAILING ADDRESS:

Street or P.O. Box

Phone Number

City, State, Zip Code

** I have read the Guidelines for Changing the Name on Official Records. I understand that the new name will appear on all official University records and on my diploma. I also understand that I may not make additional changes to my name without new legal documentation demonstrating that my name has been substantially altered for one of the reasons shown above.*

Signature

Date

For Records Office Use Only

Date Changed in: ☐ Compass ☐ Data Search Files ☐ Permanent Record/Film

Date Change Sent to: ☐ Dean ☐ Department ☐ Student

Documentation Received:

☐ Marriage License ☐ Divorce Decree ☐ Birth Certificate ☐ Passport ☐ Permanent Resident Card
☐ Naturalization Certification ☐ Court Order ☐ Driver's License (for minor changes only, such as misspelling)