

# Name Change Procedure

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Clemson University requires a student's full legal name to be included in his or her student records. Once the legal name has been determined, it becomes the official name of record and will remain unchanged unless legal documentation is provided to justify altering the original name on the student's official record.

Acceptable legal documents are the following:

- Social Security card with new name. A copy of a Social Security card is acceptable.
- Passport (International only), which must be valid and stamped with student visa. A copy of a passport is acceptable.

Other documents, such as driver's license or notarized statements, are not acceptable.

Complete and sign this form and return the form and legal documentation to the Registration Services Office in E-205 Martin Hall. The form and documentation may be faxed to 864-656-2047 or mailed to Registration Services Office, E-205 Martin Hall, Box 345125, Clemson, SC 29634-5125.

Please complete the following information.

CUID Number or Social Security Number (*circle one*):

         

Previous name: \_\_\_\_\_

Maiden name (if different from above): \_\_\_\_\_

Current name: \_\_\_\_\_

Reason for name change: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

Registration Services: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Transcripts: \_\_\_\_\_

Counselors: \_\_\_\_\_