CLEMSON
UNIVERSITY

Name Change Procedure

☑ Clemson University requires that an individual's full legal name be included in the student's records. Once the legal name has been determined, that 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:

- Marriage certificate/license
- Court order for legal name change
- Divorce decree including reinstatement of former name
- Annulment documents
- Birth certificate
- Adoption documents
- Passport (International only)—which must be valid and stamped with student visa

Copies of the above documents are acceptable; originals are not required. Other documents, such as driver's license, Social Security card, or notarized statements, are not acceptable.

☑ Signed form and legal documentation may be:

- Returned—E-205 Martin Hall
- Faxed—864-656-2047
- Mailed—Registration Services Office
  E-205 Martin Hall
  Box 345125
  Clemson, SC 29634-5125

Please complete the following information:

Student's CUID Number or Social Security Number: ☐☐☐☐☐☐☐☐☐

Previous Name: _____
(Please Print) *Last* *First* *Middle*

Maiden Name, if different from above: _____
(Please Print) *Last* *First* *Middle*

Current Name: _____
(Please Print) *Last* *First* *Middle*

Reason for change: _____

_____

Phone # _____ E-mail _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Registration Services: _____

Graduate School: _____

Transcripts: _____

Counselors: _____