



Name Change Procedure

Clemson University requires that a student's full legal name 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:

- Marriage certificate/license
- Court order for legal name change
- Divorce decree including reinstatement of former name
- Annulment documents
- Birth certificate
- Adoption 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.

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 34125, Clemson, SC 29634-5125.

Please complete the following information.

CUID Number or Social Security Number (circle one):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

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 name change: _____

Phone: (____) _____ E-mail: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:	
Registration Services:	_____
Graduate School:	_____
Transcripts:	_____
Counselors:	_____