Instructions: In order to have your name changed or corrected on your official record, it is necessary for you to present two unique copies of a government issued or certified document (marriage license, driver's license, divorce decree, social security card, etc.) verifying the change or correct spelling along with this form.

KUID Number ___________________________ Date of Birth ___________________________
Telephone Number ___________________________ Academic Program ___________________________

Please check   [ ] Current Student    [ ] Former Student

Please change my OFFICIAL name:
From:

Last                                    First                                   Middle

To:

Last                                    First                                   Middle

Please change my PREFERRED name to:   [ ] same as above    [ ] the following

Last                                    First                                   Middle

I have applied for graduation. Please change my DEGREE name to:

Last                                    First                                   Middle

Notes:
• If you have already submitted an Application for Degree (AFD,) you may have to reorder a diploma indicating your new name.
• If you are employed at KUMC, this form will not change your name with Human Resources. Please contact your HR manager for more information.
• If you are a Resident/Fellow, please contact the GME Office at 913-588-7223 for additional name change instructions.
• Your official name appears on your academic transcript and other official academic records. Your preferred name appears on faculty class rosters and other non-official lists.

Please return this form and the required documentation to:
KUMC Office of the Registrar
3901 Rainbow Blvd, MS 4029
Kansas City, KS 66160
FAX: 913-588-4697
For more information: kumcregistrar@kumc.edu

Signature ___________________________ Date ___________________________