

Instructions: In order to have your name changed or corrected on your official record, it is necessary for you to present one unique copy 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 print clearly.

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 4005
Kansas City, KS 66160
FAX: 913-588-8841

For more information: kumcregistrar@kumc.edu

Signature _____ **Date** _____