



### APPLICATION FOR STUDENT CHANGE OF LEGAL NAME

(For students currently enrolled, admitted for a future term, or formerly enrolled)  
Arizona State University

**UNIVERSITY REGISTRAR SERVICES**  
Outgoing Transcripts  
PO BOX 870312, TEMPE, AZ 85287-0312  
Phone: 480-965-7276  
[academicfiles@asu.edu](mailto:academicfiles@asu.edu)

<b>STATUS (check all that apply)</b>			
<input type="checkbox"/> Currently Enrolled Students <input type="checkbox"/> Newly Admitted/Readmitted Students <input type="checkbox"/> Former ASU Students <input type="checkbox"/> F1/J1 Visa Holders (see *below)			
<input type="checkbox"/> Currently Employed at ASU (see **below) <input type="checkbox"/> Permanent Resident Card Holders (see instruction 2 below)			
<b>ASU ID (10 digit #):</b>			<b>Birthdate (MM/DD/YYYY):</b>
<b>NAME CURRENTLY ON ASU RECORDS</b>			
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>	<b>Suffix:</b>
<b>NAME CHANGE REQUESTED</b>			
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>	<b>Suffix:</b>
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone Number:</b>	<b>Email Address:</b>	<b>Visa Status (See #2 below):</b>	
<i>I certify that all the information supplied by me on this application is correct and complete. I also understand that any misrepresentation or falsification is sufficient cause for reversal of a name change, cancellation of enrollment, and/or other disciplinary action.</i>			
<b>Signature (required):</b>		<b>Date:</b>	

\*Students with F1 or J1 visa status must process name changes through the **International Student and Scholars Center (ISSC)**. ISSC can be reached via phone at **480-965-7451**, via email to [issc@asu.edu](mailto:issc@asu.edu) or in person at the Tempe Campus, Student Services (SSV) Building, room 170.

\*\*Human Resources name changes will override the University Registrar Services name change process. Therefore, students who are currently employed at ASU must submit a name change through ASU Human Resources, Tempe University Center (UNCNTRA).

To help protect students from identity theft or inappropriate access, each name change request requires, at a minimum, two different forms of documentation, one of which must be picture identification. Additional documentation may be requested for some name changes, such as when completely new first and/or last names are requested.

#### Instructions

- All requests require:
  - Student's signature
  - Picture identification (include copy of state/government issued photo ID or ASU Sun Card)
  - A copy of one of the following documents verifying the name change:

<input type="checkbox"/> Marriage License	<input type="checkbox"/> Adoption Papers	<input type="checkbox"/> Court Order	<input type="checkbox"/> Certificate Divorce Decree
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Current State/Government Issued ID	<input type="checkbox"/> Other	

- All requests from foreign passport and permanent resident card holders also require a copy of the requestor's foreign passport or permanent resident card.
- Is a gender marker update also needed with this name change request?

<input type="checkbox"/> No Change	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Undisclosed Preferred
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Request forms submitted electronically via DocuSign will automatically be sent to ASU Registrar - Outgoing Transcripts. Printed and signed forms and documentation can be submitted in person at any [University Registrar Services location](#), mailed in or scanned and emailed to [academicfiles@asu.edu](mailto:academicfiles@asu.edu). Please allow three to five business days for processing. You will be notified by email if we are unable to complete the name change.

#### University Registrar Services Locations

<b>Downtown Phoenix campus</b> University Center Building, Room 130 University Registrar Services 411 N. Central Phoenix, AZ 85004 602-496-4372 Email: <a href="mailto:academicfiles@asu.edu">academicfiles@asu.edu</a>	<b>Polytechnic campus</b> Administration Building University Registrar Services 5990 S. Sterling Mall Mesa, AZ 85212 480-727-1142 Email: <a href="mailto:academicfiles@asu.edu">academicfiles@asu.edu</a>	<b>Tempe campus</b> Student Services Building, Room 140 University Registrar Services Outgoing Transcripts PO Box 870312 Tempe, AZ 85287 480-965-7276 Email: <a href="mailto:academicfiles@asu.edu">academicfiles@asu.edu</a>	<b>West campus</b> University Services Building, Room 101 University Registrar Services PO Box 37100 Phoenix, AZ 85069 602-543-8203 Email: <a href="mailto:academicfiles@asu.edu">academicfiles@asu.edu</a>
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