



Office of Enrollment Services

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CHANGE OF NAME REQUEST

A student's name of record includes first name, middle initial or full middle name, and the family name. Nicknames may not be used. The university will change the name of a currently enrolled student on its official records upon receipt of a request in writing accompanied by evidence of the legal basis for the change. A record of the previous name will be maintained, but all official documents will be released under the new name.

The University is under no obligation to record a change of name for students who are not currently enrolled, including those who have graduated, and will not do so without a court order.

REQUEST FOR CHANGE OF NAME OF RECORD

I, the undersigned, having read the University policy on name of record printed above hereby request that the Catholic University of America change its records so that the new name below appears as my name of record. I understand that when I have graduated or discontinued enrollment the University will be under no further obligation to change my name of record. I understand further that the diploma to be issued to me at graduation must carry my name of record at the time of diploma conferral.

Please PRINT the below information.

Table with 3 columns: Name Category, Current Name of Record, New Name of Record. Rows include First Name, Middle Name, Last Name.

Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_

School/Dept: \_\_\_\_\_ CUA Start Date: \_\_\_\_\_

Indicate the reason for your requested change of name of record below and attach the supporting documentation listed.

- Marriage: Attach copy of marriage license and government-issued evidence of name change (i.e., new social security card, driver's license, passport, etc.)
Divorce: Attach copy of divorce decree. If decree does not specify name change, attach copy of government-issued evidence of name change (i.e., new social security card, driver's license, passport, etc.)
Legal Name Change: Attach copy of court order.
Current CUA Name of Record is incorrect: attach copy of government-issued evidence of correct name (i.e., new social security card, driver's license, passport, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_