



**Human Resources**  
820 N. Michigan Avenue  
Chicago, IL 60611  
P: 312.915.6175 / F: 312.915.7612

## CHANGE OF NAME FORM

This form will generate a change of name to the Loyola HR/Payroll System **ONLY**. If you are also a student at the University, you must change your name through the Office of Registration and Records at: <http://www.luc.edu/regrec/>

This change of name request form **MUST** be accompanied by a copy of the legal document authorizing the change of name, i.e. marriage license, divorce decree, adoption papers, court order, etc.

C h a n g e o f N a m e F o r m	
<b>Current Name (<i>print clearly</i>):</b>	
<b>New Name (<i>print clearly</i>):</b>	
<b>E-mail:</b>	
<b>Phone Number:</b>	

Please change my name as it appears in the records of Loyola University Chicago. I have presented the appropriate documentation to certify my new name.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_