



Preparing people to lead extraordinary lives

NAME CHANGE REQUEST
Loyola University Chicago, Registration and Records
820 N. Michigan STE 504, Chicago, Illinois 60611
www.luc.edu/regrec

OFFICE USE ONLY
Last Name: _____
Date Received: _____
Date Processed: _____

Current Student _____

Alumnus/Alumna _____

Personal Information

Name (*Current name printed*): _____

Student ID or SSN #: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ E-mail address: _____ Date of Birth: _____

Dates of Attendance or Graduation: _____ Degrees Earned: _____

Other Names Used/Under Which Records May Appear: _____

Division/Department: _____

New name (*print clearly*):

Former name, as appears on student's records (*print clearly*):

Present this form to a notary public. Once notarized, submit this form (by mail, to the above address, or in person) to the Office of Registration and Records. Include a photocopy of the official documentation presented to the notary public for identification purposes. The copies of the documentation presented must be signed and certified by the notary. Documentation that is acceptable can include a driver's license, state ID, passport, or court order or similar legal documentation. Faxed forms can be processed. PDFs will be accepted if electronically signed and certified.

Foreign students. The names of foreign students in the Loyola University Chicago student information system and records should match the student's name as it appears on the student's passport. Foreign students wishing to change their names in Loyola's records should provide government-issued identification corresponding to the new name. Foreign students should also contact the Office of International Affairs.

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 (*signed in presence of a Notary Public*):

_____ Date: _____

State of _____

County of _____

Signed before me on _____ (*date*)

by _____ (*name of student, printed*)

(seal)

Signature of Notary Public