



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/>. Submit to Human Resources and attach necessary legal documents, authorizing your name change.

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	
Current Name (<i>print clearly</i>):	
New Name (<i>print clearly</i>):	
E-mail:	
Phone Number:	

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: _____

Questions? Contact HR at
hr-wtc@luc.edu or (312) 915- 6175