



Office of the Registrar
 Summerville Campus
 Rains Hall
 (706) 446-1430
 registrar@augusta.edu

STUDENT NAME UPDATE REQUEST

Name Change Request

An update to the legal name on file will change all records maintained by the Registrar’s Office, including any subsequent diploma. This request will also change your username and email address. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records.

Complete Part 1, 2, and 4. An update to the legal name on file requires a signed, completed request form and one document from Option 1 or two documents from Option 2 listed in Part 2 .

Preferred Name Request

While Augusta University recognizes the importance a change of name might mean to students during their time with the University, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. Documents and records that may display a preferred name include, among other things, class rosters and student email addresses. A preferred name will not be reflected on, among other things, a student’s official academic record, diploma or transcript.

Complete Part 1, 3, and 4. A declaration or removal of a preferred/chosen name requires a signed, completed request form with no additional documentation.

PART 1: CURRENT STUDENT INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____ Student ID: _____
 Date of Birth (MM/DD/YYYY): _____ Degree: _____ Major: _____
 Graduation Application on File? No Yes Graduation Application Term: Fall Spring Summer 20

PART 2: LEGAL NAME CHANGE REQUEST

Enter your new legal name as it is listed on your supporting documentation. In addition to the completed Student Name Update Request form, provide one document from Option 1 or two documents from Option 2.

First Name: _____ Middle Name: _____ Last Name: _____

Option 1:	Option 2:	
Submit one of the supporting documents from the list below.	Submit two of the supporting documents from the list below.	
Adoption Papers	Birth Certificate	Passport
Court-Issued Name Change	Certificate of Naturalization	Permanent Resident Card
Divorce Decree	Citizenship Papers	Social Security Card
Marriage Certificate	Driver’s License or ID Card	

PART 3: PREFERRED NAME UPDATE

I am declaring a chosen/preferred name. Preferred/Chosen First Name: _____

I am removing a previously declared chosen/preferred name.

PART 4: REQUIRED SIGNATURES

I certify that I am the above named person and the information I have provided is accurate.

Student Printed Name

Student Signature

Date