Carnegie Mellon University
University Registrar's Office

University Registrar's Office
Warner Hall A19
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone:412-268-4227
Fax: 412-268-6651
uro-verifications@andrew.cmu.edu
www.cmu.edu/hub

Change of Name

We recommend that you make two copies of this form if you wish to retain one for your records. You will be sent an email when the name change process has been completed. **Note: We do not process change of name forms for former students.** Please return this form to The HUB, Warner Hall, Lower Level.

STUDENT INFORMATION

Student Andrew ID: _____

Print/type CURRENT NAME on file: _____
Last/Family, First (Official - NOT preferred), MI

Print/type NEW AUTHORIZED NAME: _____
Last/Family, First (Official - NOT preferred), MI

REASON FOR CHANGE

My name has been changed for the following reason(s) *(check all that apply):*

	Required Legal Documentation:
☐ Passport	Passport (name **must** match passport)
☐ Marriage	Marriage Certificate/License
☐ Divorce	Court Order
☐ Adoption	Court Order
☐ Court Order	Court Order
☐ Naturalization	Certificate of Naturalization/Citizenship
☐ Correction	Birth Certificate, State-issued ID, Paycheck Stub, Passport, or SSN card

A copy of the required legal document authorizing a name change must accompany this form. We will photocopy the document for our files. Faxed documents must be clear and legible, or they will not be accepted. Permanent resident cards are not acceptable.

SIGNATURE

Student Signature: _____ Date: _____
Print/Type Name *Signature*

OFFICE USE ONLY

Records: _____ _____
Initials *Date*