

Current and former students may have need to change the name associated with their academic records to accurately reflect the name by which they are known in the larger world. Typical reasons for this may include marriage, divorce, naturalization, use of a variation of the name, etc. If you do request a Change of Name, we will change all of your records to reflect that new name. After we do that, your UB academic records, financial records, future academic transcripts and future diplomas will reflect the new name.

In order to request a Change of Name, you will need to:

1. Complete and sign this form
2. Provide clear copy of acceptable documentation that ***accurately reflects*** your new name
 - >Driver's license,
 - >Passport
 - >Alien registration card
 - >Marriage certificate
 - >Divorce degree
 - >Naturalization papers
 - >Court approval of name change

or

- >Notarized statement declaring variation of existing name:

Example: *"John V. Brown and J. Vernon Brown is one and the same person. For purposes of his academic records, he wishes to be known as J. Vernon Brown".*

3. Submit the completed and signed form below, with required documentation, to the Office of the Registrar. See bottom of page.

Please Print Clearly:

Step 1: Please provide the following information so we can locate your UB record:

The following should be your name as it currently appears in our records:

Last/Family Name: _____ **First Name:** _____ **Middle:** _____

Date of Birth: ____/____/____ **UB Person Number or Last 4 Digits of SSN:** _____

Daytime Phone Number: _____

(We will use this number to contact you if we need additional information to locate your record)

Step 2: Your new name as you want it recorded in your UB records:

Last/Family Name: _____ First Name: _____ Middle: _____

Suffix (Jr., III, etc): _____

Remember to attach a legible copy of the documentation that you are providing and that it clearly represents the change of name.

Step 3: Authorization:

The information on this form and the attached documentation represent accurate and legally acceptable proof of my name. Please change all of my records to reflect this name.

Signature* _____

Date: _____

*Must be an actual signature and not typed information

Return completed and signed form to:

In Person: Student Response Center, 232 Capen Hall, Monday through Friday, 8:30 am to 4:30 pm

By Postal Mail: Office of the Registrar, University at Buffalo, 232 Capen Hall, Buffalo, NY 14260-1631

Via E-mail: ubregistrar@buffalo.edu

By Fax: (716) 645-7762

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