



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

OFFICE OF THE
UNIVERSITY REGISTRAR

LEGAL NAME CHANGE REQUEST FORM

Student ID# _____

Date of Birth _____

Former Name

Last Name

First Name

Middle Name

New Name

Last Name

First Name

Middle Name

Please choose the most appropriate reason for the name change. We require documentation which shows your legal name as you wish it to appear on your official record. The name on the documentation **must match** the new name entered on this form. Attach a copy of the documentation and submit to One Stop Student Services located on the ground floor of Hodges Library, by visiting tiny.utk.edu/contact-os, or to the Office of the University Registrar located at 209 Student Services Building.

Reason for Change

- Marriage
- Divorce
- Legal Name Change
- Correction to Name

Document Required for Change

- Marriage License & Driver's License
- Divorce Decree & Driver's License
- Court Order or Driver's License
- Driver's License or Social Security Card

Approximate Last Term of Attendance _____

Students who are currently employed by UTK, including Work Study Program, must also contact Payroll for information about how to update their name on the employee record. The Payroll Office's phone number is 865-974-5251. Please note that name updates made in UTK's Enrollment Management System do not transfer to the Federal Student Aid (FSA) system; please visit studentaid.gov to update.

Student Signature _____

Date _____

Local Address _____

Phone _____

UTK Email Address _____

Office of the University Registrar

209 Student Services Building, Knoxville TN 37996
865-974-1111