

Request for Change of Student Record Name

Office of the University Registrar

Instructions: This form must be completed when changing your name (first, middle, last name, and/or suffix). It must also be accompanied by one of the following supporting documents with the **updated name** (original or a certified copy): -Government Issued ID (driver license, state ID Card, valid passport)

-Marriage Certificate -Court Order -Permanent Resident Card -Naturalization Certificate -Divorce Decree -Birth Certificate

If you are simply fixing a spelling error, no documentation is required, but this form must still be completed and submitted.

You may submit this form in person to the Office of the University Registrar located in the Zaffirini Student Success Center, Ste. 121.

You may also mail it to: Texas A&M International University, Office of the University Registrar - Ste. 121, Laredo, Texas 78041-1900.

Student ID:			Date of Birth:	
(Please Pri Change	int) <mark>Name FROM (</mark> as it curren	tly appears in our records):		
Prefix TO:	First Name	Middle Name	Last Name	Suffix
Prefix	First Name	Middle Name	Last Name	Suffix
Preferre	ed First Name:			

I understand that by submitting and signing this form that the new name that I have entered above will be used on all University records, including graduation programs and on my diploma.

	Date:					
For Registrar's Office	Use Only					
_ Date: Pro	cessed by:	_ Date: _				
PRC	Laserfiche Folder Label Updated: Folder Label Updated:	□ Y □ Y	□ N □ N			
Documentation Submitted with this Request:						
Gov't Iss'd ID - Type: Court Order Marriage Certificate						
Permanent Resident Card Naturalization Certificate Divorce Degree						
Date:						
~	<i>For Registrar's Office</i> Date: Pro PRC Request: Court Order Naturalization Certificate	For Registrar's Office Use Only Date: Processed by: PRC Laserfiche Folder Label Updated: Folder Label Updated: Folder Label Updated: Request: Marriage Certificate Naturalization Certificate Divorce Degree	For Registrar's Office Use Only Date: Date: Date: Date: PRC Laserfiche Folder Label Updated: Y Folder Label Updated: Y Folder Label Updated: Y Request: Marriage Certificate Naturalization Certificate Divorce Degree			