

Instructions: In order to have your name changed or corrected on your official record, it is necessary for you to present one copy of a government issued or certified document (marriage license, driver's license, divorce decree, social security card, etc.) verifying the change or correct spelling along with this form.

KUID Number _____ Date of Birth _____

Telephone Number _____ Academic Program _____

Please check Current Student Former Student

Please print clearly. Please change my OFFICIAL name to:

From: _____
Last First Middle

To: _____
Last First Middle

Please change my PREFERRED name to same as above of the following:

Last First Middle

Notes:

- If you have already submitted an Application for Degree (AFD), you may have to reorder a diploma indicating your new name.
- If you are employed at KUMC, this form will not change your name with Human Resources. Please contact your HR manager for more information.
- If you are a Resident/Fellow please contact the GME Office at 913-588-7223 for additional name change instructions.
- Your official name appears on your academic transcript and other official academic records. Your preferred name appears on faculty class rosters and other non-official lists.

Please return this form and the required documentation to:

KUMC Office of the Registrar
MS 4005, 3901 Rainbow Blvd
Kansas City, KS 66160
FAX: 913-588-8841

For more information: kumcregistrar@kumc.edu

Signature _____ **Date** _____

For Office of the Registrar Use

Staff: _____ Date Completed: _____

Distribute to: Financial Aid Academic Department Account Management Revised: 07/2016