LOMA LINDA UNIVERSITY

University Records

Change of Name Request

Student Information

Student ID #: E-mail Address:

Name: Last First Middle

LLU School Select One Program of Study

Student Status ☐ Current Student ☐ Former Student Expected Graduation Date: (MM/DD/YYYY)

Reason for Name Change ☐ Marriage ☐ Divorce ☐ Court Order ☐ Other

Change of Name Request

Instructions:

1. For major name changes (e.g. change of last name due to marriage), submit an original certified copy of a court order marriage certificate or a dissolution decree, and your Social Security card. The name on the documentation presented must match the request for name change. Please note, submission by mail requires that the copies of the documents be notarized by a Notary Public.

2. Minor revisions to names (e.g., correction of misspelling or expanding middle initial to a full middle .name) may be made by providing a Social Security card and other documentation such as a current driver's license with photo, birth certificate, green card, etc. The name on the documentation presented must match the request for name change. Please note, submission by mail requires that the copies of the documents be notarized by a Notary Public.

Expected spring graduates for the current academic year must process name changes by the first week of the winter quarter in order to have their name correct on the diploma. There is a $100 fee for diploma reorders.

When the change is completed, an electronic confirmation will be sent to you via the email address you provided in the space above.

Type complete primary name as it currently appears on University records:			
Last:	First:	Middle:	Suffix:

Type complete new primary name:			
Last:	First:	Middle:	Suffix:

Valid suffixes are: Jr., Sr., I, II, III, IV, V

Required Signatures

Student:_____ Date: (MM/DD/YYYY)

For Office Use Only
Documents Received:

Certified copy of

☐ Marriage Certificate ☐ Dissolution Decree ☐ Court Order

Photocopy of:

☐ Driver's License ☐ Social Security Card ☐ Green Card ☐ Certificate of Naturalization ☐ Birth Certificate

☐ Other

By:

If you have any questions please email registrar@llu.edu or call 909-558-4508