

FACULTY/STAFF (Who are not a current or former student): Complete your name change via the HR Self-Service Web site.

STUDENTS (Current & Former): Forward completed form and appropriate documentation to:

UI Service Center
2700 UCC
Iowa City, IA 52242
319-384-4300
Fax: 319-335-1999
Email: registrar@uiowa.edu

THE UNIVERSITY OF IOWA REQUEST FOR CHANGE OF NAME

I hereby request that my name be changed on all permanent University records.

PLEASE PRINT

Former Name:

New Name:

Last name: _____

Last name: _____

First: _____

First: _____

Middle: _____

Middle: _____

Generation (Jr, III, etc.): _____

Generation (Jr, III, etc.): _____

Contact information (phone or email): _____

University ID, Hawk ID or

Social Security Number: _____

Birth date: _____

Month

Date

Year

Handwritten Signature (new name): _____ **Date:** _____

Have you ever been enrolled at the University of Iowa ☐ YES ☐ Never been a student contact HR (319) 335-2380

Currently enrolled students should report to the UI Service Center, 2700 UCC (University Capitol Centre) to process this change and then to the ID Card Services for a corrected Iowa One Card. This name change will NOT update your Hawk ID or your email address.

Current and Former Students: One of the documents listed below must be presented in person or copies submitted by mail, fax or emailed, in order to process a name change. The submitted document **must support the new name.**

DOCUMENTATION: (Must support new name)

- | | |
|--|--|
| <input type="checkbox"/> Military or State Issued Identification with photo (ex. driver's license) | |
| <input type="checkbox"/> Official Marriage Certificate (Not bride or groom copy) | <input type="checkbox"/> Government Issued Passport (Must be signed) |
| <input type="checkbox"/> U.S. Social Security Card (Must be signed) | <input type="checkbox"/> Citizenship/Naturalization Certificate |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Court Issued Adoption Papers |
| <input type="checkbox"/> Court Issued Name Change | <input type="checkbox"/> Court Issued Divorce Decree |

REGISTRAR OFFICE USE ONLY:

Processed By _____ Date Processed _____

- ☐ In person ☐ Email ☐ US Mail
☐ Campus Mail ☐ Fax

- ☐ Former
☐ Standard
☐ Official Student