



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

LEGAL NAME CHANGE REQUEST FORM

Student ID # \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Former Name**

\_\_\_\_\_  
Last First Middle

**New Name**

\_\_\_\_\_  
Last First Middle

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, [onestop@utk.edu](mailto:onestop@utk.edu), or to the Office of the University Registrar, 209 Student Services Bldg.

Reason for Change

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

Document Required for Change

- \_\_\_\_\_ Marriage License or Driver's License
- \_\_\_\_\_ Divorce Decree or 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 address is P115 Andy Holt Tower and their 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](http://studentaid.gov) to update.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_

UTK email address: \_\_\_\_\_

Office of the University Registrar  
Enrollment Management  
209 Student Services Building Knoxville, TN 37996-0230  
865-974-1111 fax 865-974-2606

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