



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

OFFICE OF THE  
UNIVERSITY REGISTRAR

## LEGAL NAME CHANGE REQUEST FORM

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

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

### Former Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

### New Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

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, by visiting [tiny.utk.edu/contact-os](http://tiny.utk.edu/contact-os), or to the Office of the University Registrar located at 209 Student Services Building.

#### Reason for Change

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

#### Document Required for Change

- \_\_\_ Marriage License & Driver's License
- \_\_\_ Divorce Decree & Driver's License
- \_\_\_ Court Order & 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 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 \_\_\_\_\_