

LEGAL NAME CHANGE REQUEST

Process and Instructions

Submit this form with appropriate legal documentation (specified below) to the Office of the Registrar, at the address, fax, or email address provided -as scanned attachment(s)- to change your legal (primary) name in Fielding's student records.

- Your legal name cannot be changed without a written request/form from you. No second-party notification of a legal name change will be accepted.
- Proof of **new** legal name must be submitted using one or more of the following pieces of identification displaying the **new** name: social security card*, state driver's license or ID card, passport**, marriage license, divorce decree or other legal court document.
- *Applicants or students receiving or intending to receive financial aid **must** provide a copy of their social security card as their documentation. For financial aid processing purposes, the legal name on Fielding's records must match the legal name on file with the Social Security Administration.
- *Current and former university employees can only change their legal name by presenting an original social security card to the Human Resources office.
- **Students attending the university on an F-1 visa must provide a copy of the current passport bearing the exact same legal name as the **new** legal name.
- For a fee of \$50 per copy, alumni can submit in writing a request that a new diploma be issued with the new legal name. Contact diplomas@fielding.edu for more information.

Fielding ID Number:	Date of Birth (mm/dd/yyyy)
Telephone	E-mail address
Enrollment Status <input type="checkbox"/> Applicant <input type="checkbox"/> Current Student <input type="checkbox"/> Former Student	
Current Legal Name on Record at Fielding (print clearly or type):	
LAST: _____	SUFFIX: _____
FIRST: _____	MIDDLE: _____
New/Corrected Legal Name:	
LAST: _____	SUFFIX: _____
FIRST: _____	MIDDLE: _____
Nickname: _____	
Include special format of legal name for diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Check YES if you have capitalization, punctuation, accent marks, or spacing in your legal name that you wish to include on your official diploma. (i.e., Muñoz, René, Björn, Mc Coy). Diplomas will not include degree suffixes or prefixes in the graduate's name. Generational suffixes (Jr., Sr., II, III) can be included on diplomas if part of the legal name. Clearly identify such capitalization, punctuation, accent marks, or spacing on the NEW LEGAL NAME line above.</small>	

I declare that the information provided above is true and correct and represents a bona fide change. This change of name will not be used for fraudulent purposes. I have provided at least **one government-issued item of documentation** of my new name, in the form of social security card, state driver's license or ID card, passport, marriage license, divorce decree, or other legal court documentation.

YOU MUST PROVIDE THE AFOREMENTIONED DOCUMENT COPY

 Applicant/Student signature

 Date

FORM ROUTING: Student → Registrar office