



NAME CORRECTION

- ANY EMPLOYEE OF THE UNIVERSITY MUST MAKE A NAME CHANGE THROUGH THE OFFICE OF HUMAN RESOURCES (ADM 306).
- CURRENT STUDENT EMPLOYEES MUST MAKE A NAME CHANGE THROUGH STUDENT FINANCIAL SERVICES (ADM 212).

Previous Name: _____
(PLEASE PRINT)

Correct (Current) Name:

Last Name (15 letters max)	First Name (12 letters max)	MI

PID: _____ Daytime Phone Number: _____

Signature: _____ Date: _____

FOR STUDENTS GRADUATING THIS SCHOOL YEAR:

Do you want your diploma to reflect this name change? Yes No

- If **YES**, please **PRINT** your name as you would like it to appear on your diploma:

NOTE: Verification for a name change would include one of the following:

- Drivers License
- Social Security Card
- Legal Name Change Document
- Other _____

For Office Use Only

AIS updated by: _____ Date: _____

EMAS updated by: _____ Date: _____