



Change of Name Form

Information

To change the legal name maintained on the student's official UCF record, graduate students must complete this form and submit it with supporting documentation to the College of Graduate Studies (MH 230; 407-823-2766).

If you have changed your mailing or permanent address, please complete and submit a "Change of Address Form" to the College of Graduate Studies (MH 230).

If you intend to graduate at the end of the current term, contact the Graduation Area within the College of Graduate Studies at: graddegr@ucf.edu.

Current UCF Employees

Current UCF Employees (GA, OPS, USPS, and A&P Classifications) and those students who have been prior UCF employees must complete a "Personal Data Sheet" and a "W-4" form. Submit these forms with a copy of your Social Security Card reflecting the new name to the Human Resources Office, (3280 Progress Dr., Suite 100; 407-823-2771). To obtain the Personal Data Sheet and W-4 form, visit the Human Resources Website, www.hr.ucf.edu. See your Department's HR Liaison for assistance.

Requirements

You must attach a copy of an official legal document containing the changed name: (e.g., Driver's License, Social Security Card, Military ID, Vehicle Registration, Divorce Decree, Passport, etc.).

UCFID: Telephone Number: Knights Email:

Current name under which you are registered at UCF:

Last Name: First Name: MI:

Change: Primary Name Diploma Name Primary and Diploma Name

New Legal Name

(Must be completed in full. Please print clearly):

Last Name:

First Name:

Check if Applicable:

Middle:

Maiden:

Signature

Student Signature: Date: