

Student Name Change Request

Instructions

To update your legal name on file, please complete this form and supply the appropriate supporting documentation.

You must attach a copy of legal documentation reflecting a name change. Such documents include a marriage license, divorce decree that reinstates the maiden name, adoption documents, court order, valid passport or birth certificate. Documents which are not considered legal documents are a social security card, a driver's license, or a notarized statement.

Complete the Following

Incorrect Name as Shown on Record:

Last: _____ First: _____ USCID: _____

Date of Birth: _____ Phone: _____ Email: _____

Check the box next to the information you would like updated, then fill out the corresponding text box:

First Name: _____

Middle Name: _____

Last Name: _____

Suffix: _____

Student Signature: _____ Date: _____

Submission Directions

Return this document along with the required documentation to the Office of the University Registrar. You may email this form and your documentation to RECBUILD@mailbox.sc.edu, mail it to the address below, or fax it to the phone number below.

NOTE: A physical signature is required – a digital signature will not be accepted.