

Student Name Change Instructions

Current and former students may have a need to change the name associated with their academic record to accurately reflect the name by which they are legally known. Typical reasons for a name change include marriage, divorce, naturalization, use of a variation of the name, etc.

If you need to have your name changed, the University at Buffalo must change all of your records to reflect that new name. After the name has been changed, your UB financial records, your future academic transcripts, and your future diploma will carry only that new name.

In order to effect a name change, you will need to **complete** the attached **Name Change Form** and **provide one acceptable copy of documentation** that shows your new name. Submit your documentation to the Law School Registrar's office. Call us at 716-645-2060 with any questions.

The following types of documents can be used:

- **Photographic documents that show the new name.** Typical documents: driver's license; passport; alien registration card (Green Card)
- **Legal documents that show the former and new names.** Typical documents: marriage certificate; divorce decree, naturalization papers; court approval of name change
- **Notarized statement declaring two variations as representing the same person.**
e.g. "*John V. Brown*" is the name on UB records;
"*J. Vernon Brown*" is the name requested.

Records and Registration Office
University at Buffalo School of Law
304 O'Brian Hall
Buffalo, NY 14260
Fax 716-645-6378
law-records@buffalo.edu



Student Name Change Form

Please Print Clearly:

Provide the following information so we can locate your UB record:

The following should be your name as it currently appears in our records:

Last/Family Name: _____ First Name: _____ Middle: _____

Date of Birth: ____/____/____ UB Person Number or Last 4 Digits of SSN: _____

Daytime Phone Number: _____

Email address: _____

Your new name as you want it recorded in your UB records:

Last/Family Name: _____ First Name: _____ Middle: _____

Suffix (Jr., III, etc): _____

Remember to attach one legible copy of the documentation that you are providing and that it clearly represents the change of name.

Authorization: The information on this form and the attached documentation represent accurate and legally acceptable proof of my name. Please change all of my records to reflect this name.

Signature* _____ Date: _____

*Must be an actual signature and not typed information

Return completed and signed form and documentation to:

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