



Name Change & Record Update Request Form

Before processing any student name change, official documentation and/or identification (as indicated below) **must** be provided by the student. An **original signed** student request is also needed for our records.

Part I – Student information as it currently appears in your education record/UCD Access:

First Name _____ Middle Initial _____ Last Name _____ Student ID Number _____

Part II – Information that you are requesting to update (check all that apply). Please include at least one form of relevant documentation.

Information as it currently appears:	How information should appear after update:	Include ONE form of documentation (check appropriate box and attach copy):
<input type="checkbox"/> Birthdate (mm/dd/yyyy) __/__/____	Birthdate (mm/dd/yyyy) __/__/____	<input type="checkbox"/> Valid state-issued ID/driver's license <input type="checkbox"/> Passport <input type="checkbox"/> Court documents
<input type="checkbox"/> Citizenship Citizenship currently on record	Citizenship New Citizenship	<input type="checkbox"/> Passport <input type="checkbox"/> Court documents
<input type="checkbox"/> Name* F: _____ M: _____ L: _____	Name* F: _____ M: _____ L: _____	<input type="checkbox"/> Valid state-issued ID/driver's license <input type="checkbox"/> Passport <input type="checkbox"/> Court documents
<input type="checkbox"/> Gender Male / Female / Not Disclosed	Gender Male / Female / Not Disclosed	<input type="checkbox"/> Valid state-issued ID/driver's license <input type="checkbox"/> Passport <input type="checkbox"/> Court documents <input type="checkbox"/> Birth certificate
<input type="checkbox"/> Ethnicity	Ethnicity	Requests to change ethnicity information do not require supporting documentation.

*** For name changes, supporting documents must show your previous and current name.**

Part III – Original Signature Required for Processing:

Student Signature _____ Date _____

Print & Sign Form

Clear Form