UNION INSTITUTE & UNIVERSITY

440 E. McMillan Street, Cincinnati, Ohio 45206-1925 -- 513.861.6400 -- 800.486.3116 -- FAX 513.487.1075

Request to Change Name in Academic Record

Send all correspondence to:

Registrar's Office
Union Institute & University
440 E. McMillan Street
Cincinnati, Ohio 45206-1925

Social Security Number: _____

(Please Print)
Name on Record now: _____
First Middle Last

(Please Print)
Change name to: _____
First Middle Last

Are you currently registered? _____ Yes _____ No

Please submit a photocopy of one of the following documents as proof of the legality of your name change: (Check the one you are submitting)

_____ Marriage certificate
_____ Divorce papers showing change of name
_____ Court document to change name

I wish to have my academic records changed as indicated above.

Signature: _____

Date: _____

PLEASE NOTE: If you have applied for graduation, the name as listed in the student information system is how it will be presented on your official graduation documents.

For Office use only:

Dean:
The Office of the Registrar has changed the name on this learner's academic record in the AS400 database. Please change your records to reflect this change. Please keep this form for your record and file in the learner's folder in your department.

Learner's ID number _____. Processed in Registrar's Office __/__/__