

PETITION FOR CHANGE OF NAME

INSTRUCTIONS:

TYPE your information into this form
and email it from your UC Berkeley
email address to:
records@berkeley.edu

Important: Proof of **FORMER** name and of **NEW** name must be provided. **Current photo of new name is required. Please refer to instructions on back of form before submitting petition.**

TYPE OR PRINT YOUR NAME AS IT NOW APPEARS ON UNIVERSITY RECORDS:

_____ SID# _____ U G
LAST FIRST MIDDLE

TYPE OR PRINT YOUR NAME AS YOU WANT IT TO APPEAR ON UNIVERSITY RECORDS:

_____ LAST FIRST MIDDLE

Mailing Address:

_____ Street Address

_____ City State or Country (if non-USA) Zip Code

Telephone No: () _____ E-Mail Address: _____

Your current registration status is: New Continuing Readmit Not Registered

College/School: _____ Major: _____

Are you a candidate for a degree for the current term? Yes No

If yes, you must file this petition prior to the end of the term in which degree is expected.

Signature: send from your ucalberkeley email in place of your signature Date: _____

OFFICE OF THE REGISTRAR USE ONLY

Petition accepted by: _____ Name change entered by: _____
 Date: _____

NAME CHANGE INFORMATION

At the time of admission to the University, the student's name is taken from the application exactly as written. Student name is used by all University offices. The name will remain the same until the student record is closed upon graduation unless one of the following occurs:

1. **A NAME CHANGE:** A registered student who wishes to change their name on University records, must complete this *PETITION FOR CHANGE OF NAME* and present proper verification of the **FORMER** and **NEW** name. This verification must be one of the following pieces of identification that can be scanned and attached to this email (**use your berkeley.edu email address**)

- | | |
|------------------------------|----------------------------|
| a. Driver's License | e. Legal Court Document |
| b. State Identification Card | f. Alien Registration Card |
| c. Marriage Certificate | g. Birth Certificate |
| d. Passport | |

This proof is required for all changes, even if the student is adding/dropping one of the following:

- I, II, III, IV, Jr, Sr, or some other suffix to the name
- Middle name or initial
- Hyphen addition or deletion (Smith Jones to Smith-Jones)
- Middle initial to full middle name (John P. Jones to John Paul Jones)

A current ID is needed for identification.

A student who has received a bachelor's or higher degree from the University must use the Change of Name After Awarding of Degree application. A court order is required for not registered students to change their name.

NOTE: Students who wish to change their names after they have graduated must return issued diploma(s) for replacement by diploma(s) bearing new legal name. All diploma replacement fees and conditions concerning re-issued diplomas apply.