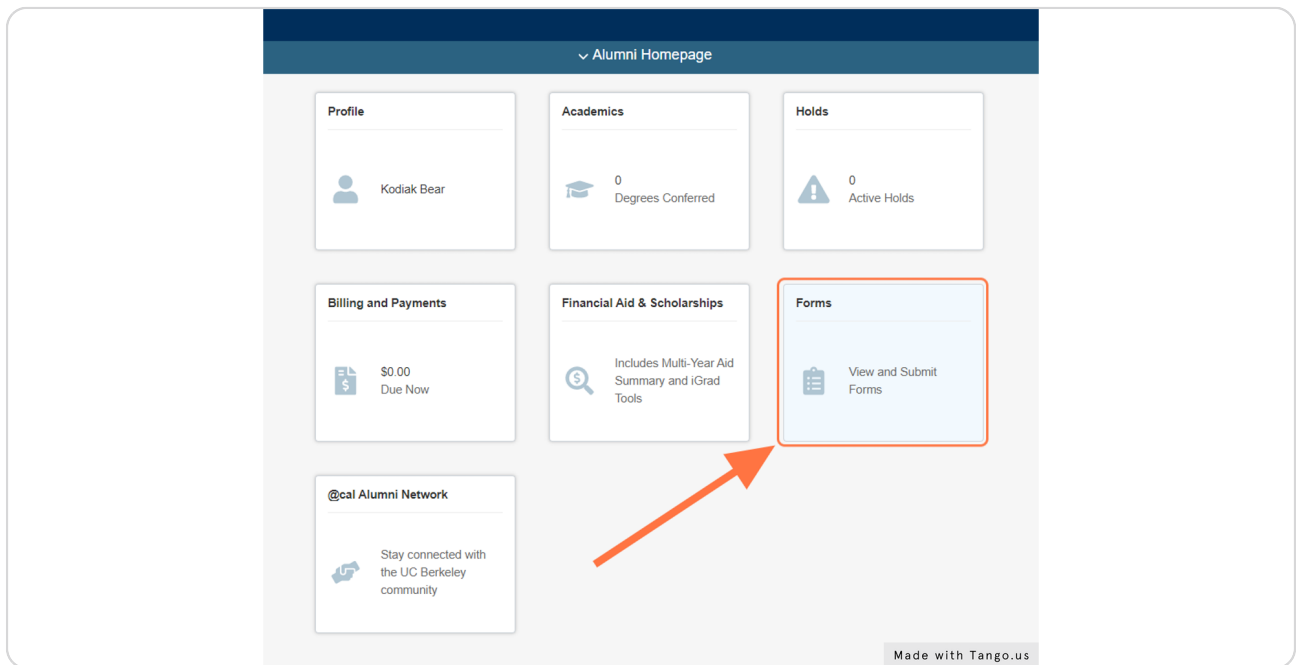


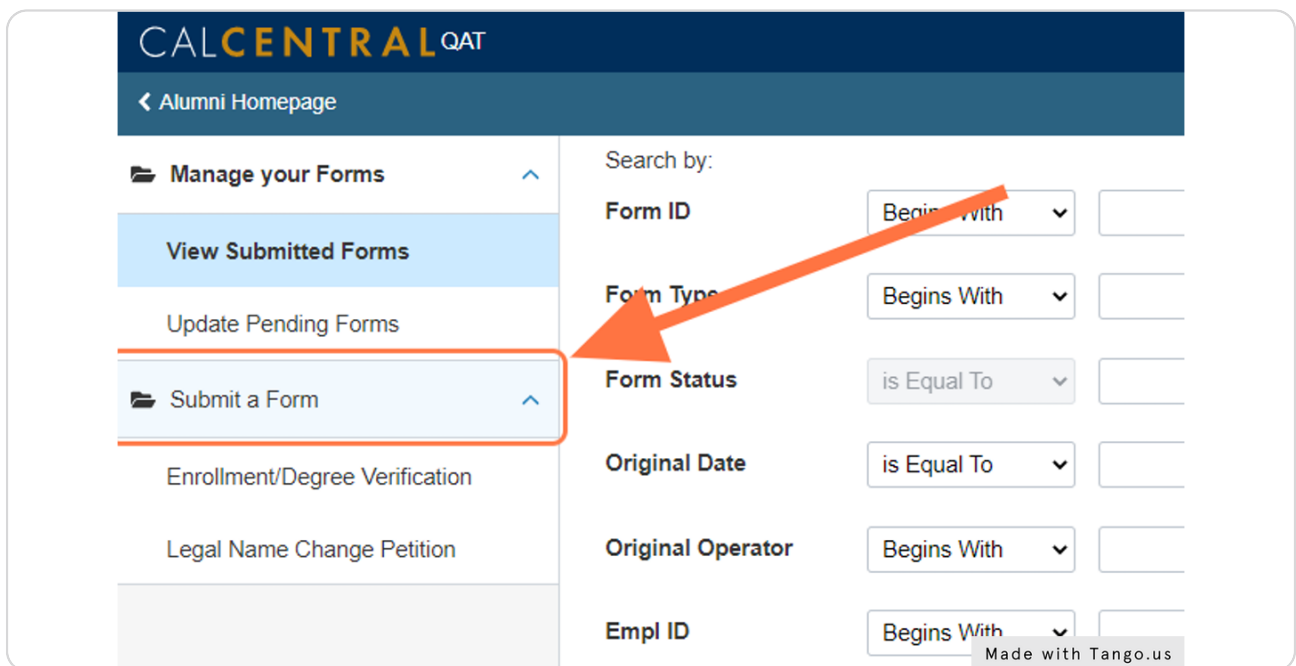
STEP 1

Click on Forms



STEP 2

Click on Submit a Form



STEP 3

Click on Legal Name Change Petition

CALCENTRAL QAT

< Alumni Homepage

- Manage your Forms
- Submit a Form
- Enrollment/Degree Verification
- Legal Name Change Petition**

Search by:

- Form ID: Begins
- Form Type: Begins
- Form Status: is Equa
- Final Date: is Equa
- Original Operator: Begins
- Empl ID: Begins
- Student Name

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STEP 4

Select an Email from Email Type

Legal Name Change : Petition

Student Information

Student ID 3036496031 Kodiak Bear

Email Type

Legal Name Change/Correction

First Name Kodiak

Middle Name TEST RECORD

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STEP 5

Select a phone type

Alumni Homepage Forms

Legal Name Change : Petition

Student Information

Student ID 3036496031 Kodiak Bear

Email Type ucbkodiakbear@berkeley.edu

Phone Type

Legal Name Change/Correction

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STEP 6

Type your name as it appears on your legal documents

Email Type ucbkodiakbear@berl

Legal Name Change/Correction

First Name

Middle Name

Last Name

Name Suffix

File Attachments

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STEP 7

Click on Upload

File Attachments

Name Change: A registered student who wishes to change their legal name on University records, must complete this Legal Name Change Request and upload proper documentation to verify their FORMER and NEW name. This verification must be one of the following pieces of identification:

- Identification Card (Driver's License, Alien Registration Card, Passport, State Identification)
- Legal Court Document
- Marriage Certificate
- Birth Certificate
- Social Security Card

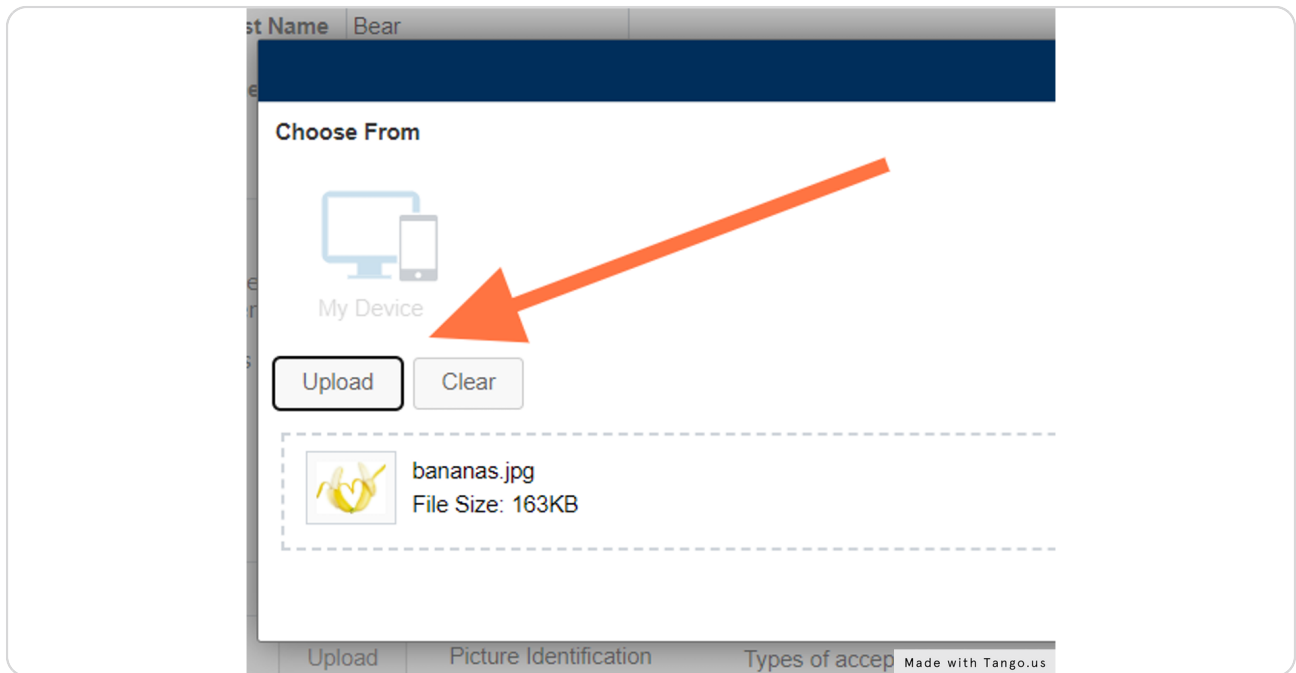
Attachment Required	Action	Description	Instructions	File Name	Delete
1	<input type="button" value="Upload"/>	Picture Identification	Types of acceptable picture identification: Driver's License, State Identification Card, Passport, Alien Registration Card.		<input type="button" value="Delete"/>

Add

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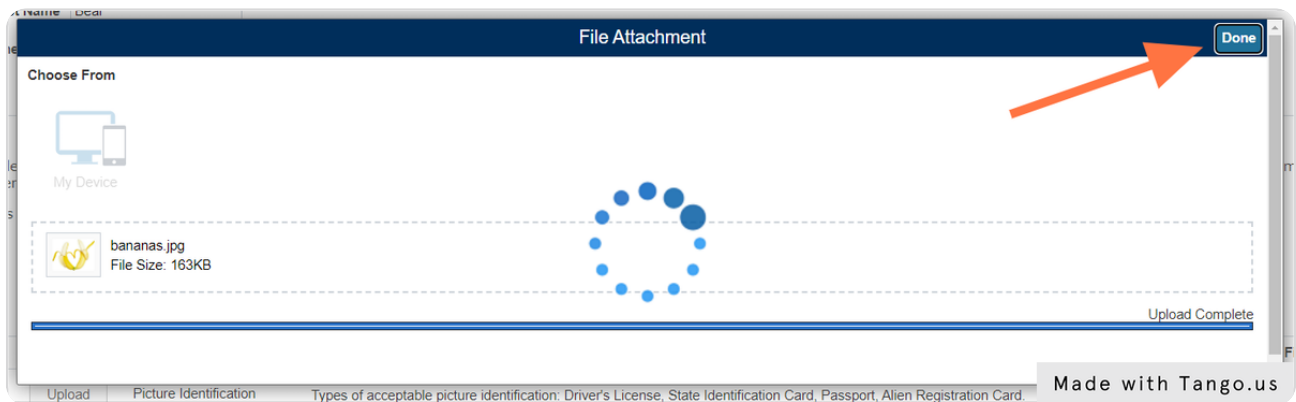
STEP 8

Find your file and click Upload



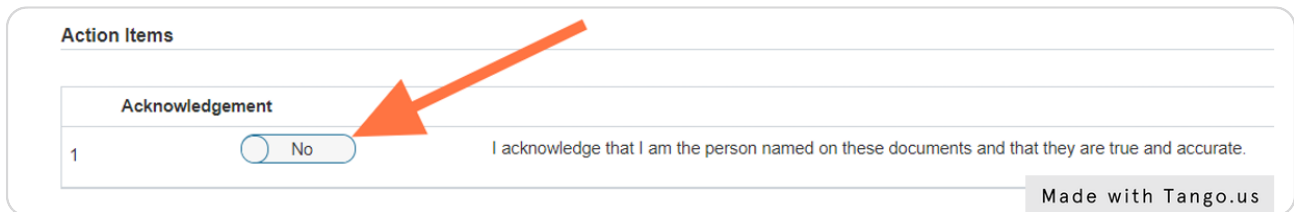
STEP 9

Click on Done



STEP 10

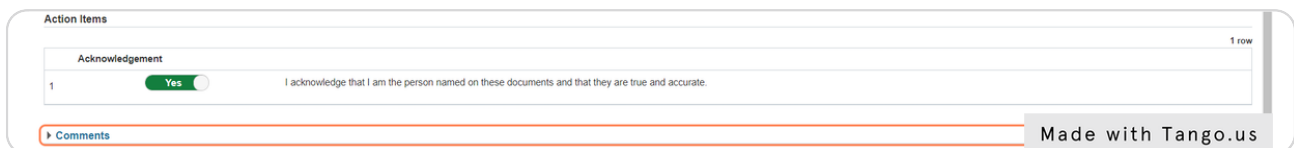
Toggle the acknowledgment button to affirm that you are the person named on these documents and that they are true and accurate.



The screenshot shows a table with one row under the heading "Acknowledgement". The row contains the number "1", a radio button labeled "No" (which is currently unselected), and the text "I acknowledge that I am the person named on these documents and that they are true and accurate." An orange arrow points to the "No" radio button. A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 11

If you would like to add any additional notes Click on Comments.



The screenshot shows the same table as in Step 10, but the radio button is now labeled "Yes" and is selected. Below the table, there is a "Comments" section with a right-pointing arrow icon. A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 12

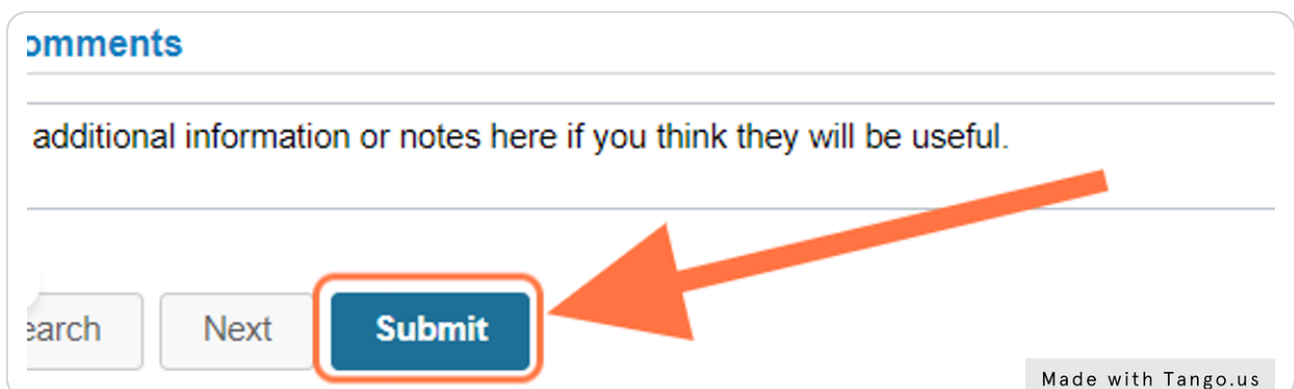
Add additional information or notes here if you think they will be useful.



The screenshot shows the "Comments" section with a text input field. The placeholder text reads "Add additional information or notes here if you think they will be useful." A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 13

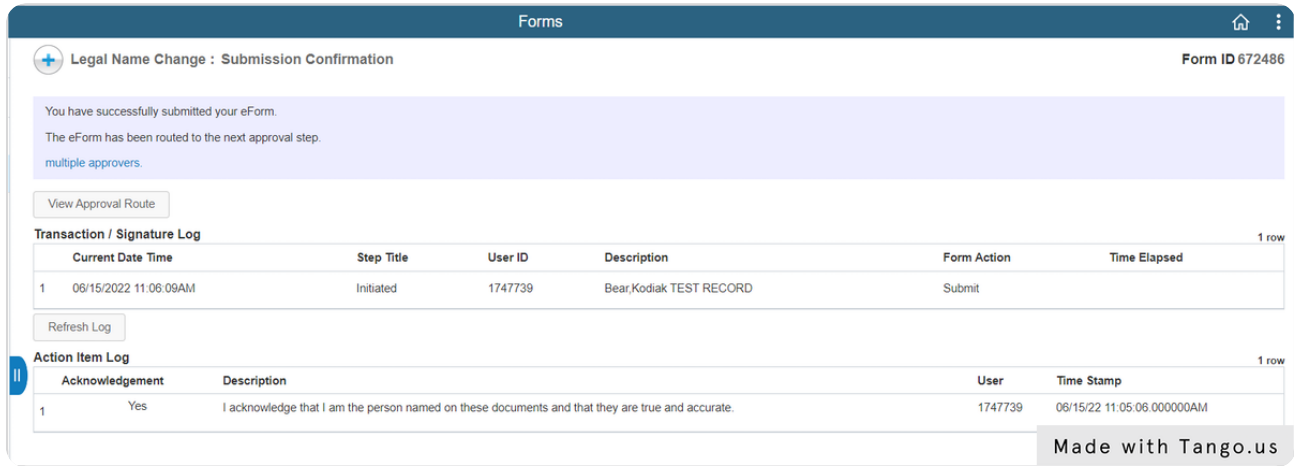
Click on Submit



The screenshot shows the "Comments" section with the text "additional information or notes here if you think they will be useful." Below the text are three buttons: "Search", "Next", and "Submit". The "Submit" button is highlighted with a blue border and an orange arrow points to it. A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 14

You should see the submission confirmation page when your form is successfully submitted. You will also receive an email notification.



The screenshot shows a web interface for a 'Legal Name Change : Submission Confirmation' form. The page title is 'Forms' and the form ID is '672486'. A blue notification box states: 'You have successfully submitted your eForm. The eForm has been routed to the next approval step. multiple approvers.' Below this is a 'View Approval Route' button. The 'Transaction / Signature Log' table has one row: '1 | 06/15/2022 11:06:09AM | Initiated | 1747739 | Bear,Kodiak TEST RECORD | Submit'. A 'Refresh Log' button is below the table. The 'Action Item Log' table has one row: '1 | Yes | I acknowledge that I am the person named on these documents and that they are true and accurate. | 1747739 | 06/15/22 11:05:06 000000AM'. A 'Made with Tango.us' watermark is in the bottom right.

Legal Name Change : Submission Confirmation Form ID 672486

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log							1 row
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1	06/15/2022 11:06:09AM	Initiated	1747739	Bear,Kodiak TEST RECORD	Submit		

[Refresh Log](#)

Action Item Log				1 row	
	Acknowledgement	Description	User	Time Stamp	
1	Yes	I acknowledge that I am the person named on these documents and that they are true and accurate.	1747739	06/15/22 11:05:06 000000AM	

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STEP 15

You will receive another email when your name change is complete or with additional instructions if more information is required