

UA Little Rock

William H. Bowen School of Law

Phone: (501) 916-5432
Email: law-records@ualr.edu
1201 McMath Avenue
Little Rock, AR 72204

Request to Change Name on Academic Records

Please indicate your name as it currently appears on your UA Little Rock records:

First _____ Middle _____ Last _____

Trojan I. D. Number: T 0 0 _ _ _ _ _ **Phone Number:** _____

Please provide your new legal name as it should appear on your UA Little Rock records:

First _____ Middle _____ Last _____

Are you currently registered for classes at UA Little Rock? Yes No

Have you filed a graduation application recently? Yes No

Are you employed by the university in any capacity? Yes No

If yes, are you employed as: Extra Labor Graduate Assistant UA Little Rock Employee

If employed at UA Little Rock, you first need to update your name with the Department of Human Resources who can be reached at (501) 916-3180. Please ensure your name is up to date in Workday before submitting your request to Records and Registration.

U.S. Citizens: Current and former students must submit the following documents as legal proof of your name change. A primary and secondary document is required. Name changes cannot be processed until these documents are received.

- **Primary:** Signed Social Security Card, marriage license or court order
- **Secondary:** Driver's license, state issued photo I.D., or Military I.D. card which has the new legal name

Non-U.S. Citizens: Current and former students must submit an international passport, visa or resident alien papers/identification card showing the new legal name. The name on the academic record must match the submitted document.

By signing below, I authorize UA Little Rock to change my name on my academic records.

Student's Signature: _____ **Date:** _____

Office use only: Processed by _____ **on** _____.