



Office of Records and Registration

Student Services Center – Room 218
University of Arkansas at Little Rock
2801 South University Avenue
Little Rock AR 72204-1099
(501) 569-3110 FAX: 569-8168
www.ualr.edu

Request To Change Name On Academic Records

Please print your name legibly as it currently appears on your UALR records:

First Middle Last

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

Please print your new legal name legibly as it should appear on your records:

First Middle Last

- Are you currently registered for classes at UALR? _____ 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 _____ UALR Employee

If employed, you will need to first have your name change processed by the Human Resources Office located in B100, University Services Building.

Please submit the following documents as legal proof of your name change. The names must be identical on the documentation that you submit. Name changes cannot be processed until these documents with your new name are received.

- SSN card showing the new legal name (required)
- Submit only one of the following legal documents, which have the new legal name: driver’s license, state issued photo I.D, or Military I.D. card.
- **International students** must submit a passport showing the new legal name. The name on the academic record must match the name on the Passport.

By signing below, I authorize UALR to change my name on my academic records.

Student’s Signature Date

Office use only: Processed by _____ on _____.