



OFFICE OF RECORDS AND REGISTRATION

Phone: (501) 569-3110
Fax: (501) 569-8168
Email: records@ualr.edu
2801 South University Avenue
Little Rock, AR 72204

Request to Change Name on Academic Records

Please print your name legibly as it currently appears on your UA Little Rock 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 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 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.

- Signed 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 UA Little Rock to change my name on my academic records.

Student's Signature: Date:

Office use only: Processed by on