



**OFFICE OF RECORDS  
AND REGISTRATION**

Phone: (501) 916-3110  
Fax: (501) 916-3168  
Email: records@ualr.edu  
2801 S University Ave  
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:** \_\_\_\_\_

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**Office use only: Processed by** \_\_\_\_\_ **on** \_\_\_\_\_.