

UCLA Legal Name Change or Correction



Legal Name Change Process and Instructions

Submit this form and supporting documentation to the Registrar's Office Student Services, 1113 Murphy Hall, or mail to UCLA Registrar's Office, Box 951429, Los Angeles, CA 90095-1429.

- Your legal name cannot be changed without a written request from you. No second-party notification of a legal name change will be accepted.
- Proof of **former** and **new** legal name must be submitted using one or more of the following pieces of identification: state driver's license or ID card, legal court document, passport, marriage license, social security card. If a degree has already been awarded, only a court order will be accepted to make the change.
- Students attending the university on an F or J visa must provide a current passport bearing the exact same legal name as the **new** legal name.
- If a legal name change occurs during a term, the student is responsible for notifying instructors of the new legal name after submitting this form.
- To appear on the diploma, legal name changes must be submitted by the last day of the degree-expected term. Legal name changes submitted after that date must be accompanied by a Duplicate Diploma Request form; the special-order diploma fee applies.

9-Digit UCLA ID	Date of Birth (mm/dd/yyyy)	
Telephone	E-mail Address	
CURRENT LEGAL NAME on record with the Registrar's Office (print clearly)		
Last	First	Middle
NEW LEGAL NAME to be filed with the Registrar's Office (print clearly)		
Last	First	Middle

Include special punctuation or format of legal name for diploma ☐ Yes ☐ No

Check YES if you have capitalization, punctuation, accent marks, or spacing in your legal name that you wish to include on your official diploma but that cannot be accommodated in files on record (i.e., Muñoz, René, Bjørn). Clearly identify such capitalization, punctuation, accent marks, or spacing on the NEW LEGAL NAME line above. Note: Diplomas are available in upper case only (example: Mccoy prints as MCCOY; McCoy prints as MC COY).

Degree to be Awarded ☐ Bachelor's ☐ Master's/Doctorate ☐ Law/Medicine/Dentistry

Term and Year of Award Year _____ ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Student Signature _____ Date _____

Processed By/Date