



NAME CHANGE ON ACADEMIC RECORD FORM

1. Fill out this form and attach all requested documentation.
2. Fax to (901) 448-7772 OR
Mail to: **The Office of Enrollment Services**
Medical Center Plaza Complex
910 Madison Avenue, Suite 525
Memphis, TN 38163

If you need more information regarding the type of documentation required to change your name, please call (901) 448-5264

SOCIAL SECURITY NO.:	
NAME OF COLLEGE:	
PROGRAM:	

YOUR CURRENT NAME LISTED ON THE UNIVERSITY OF TENNESSEES' RECORDS:

LAST NAME ☞	
FIRST NAME ☞	
MIDDLE/MAIDEN NAME ☞	

YOUR NAME AS IT SHOULD APPEAR ON THE ACADEMIC RECORD:

LAST NAME ☞	
FIRST NAME ☞	
MIDDLE/MAIDEN NAME ☞	

- ☞ **Marriage** – Fax or mail copy of marriage certificate.
- ☞ **Divorce/Remove married name** – Fax or mail copy of court order or dissolution decree reflecting name change.
- ☞ **Re-marriage/Remove previous married name and add new married name** – Fax or mail copy of marriage license or copy of court order
- ☞ **Legal Name Change** – Fax or mail copy of court order
- ☞ **Remove or abbreviate first or middle name**
- ☞ **Hyphenate last name as indicated**
- ☞ **Other** - Fax or mail explanation of reason plus copy of court order or birth certificate.

Additional Information or Comments:

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Check One:

- ☞ **Currently Enrolled**
- ☞ **Returning Next Semester**
- ☞ **Former Student, Not Returning**

If you are currently enrolled, it is your responsibility to notify your instructors of your name change.

Students Signature

Date