UNIVERSITY OF SOUTH ALABAMA

CHANGE OF NAME FORM

OFFICIAL DOCUMENTATION MUST BE SUBMITTED WITH THIS FORM. See bottom of form for required documentation. *The University reserves the right to request more than one form of documentation for verification purposes.* ***Please note that the name change will affect your academic, accounts receivable, alumni, human resources, payroll, and purchasing records with the University of South Alabama.***

Jag Number
J 0 0 | | | | | | | |

Birth Date (MMDDYYYY)
| | | | | | | | |

Name PRIOR to Change
(Last Name, space, First Name, space, Middle Name, space, Jr., III, etc.)

Current Name
(Last Name, space, First Name, space, Middle Name, space, Jr., III, etc.)

IF YOU HAVE APPLIED FOR GRADUATION, YOU MUST ALSO CHANGE YOUR NAME ON YOUR GRADUATION APPLICATION.

Check the first applicable category.

☐ Current or Former USA Employee (including Student Workers)
Documentation needed: Social Security Card
Return form and documentation, in person, to Human Resources (*Main Campus, USA Medical Center, or USA Children's and Women's Hospital*). Refer to USA Website for addresses.
If marital status has changed, please contact Human Resources

☐ USA Vendor, Consultant, Non-Employee Travel Reimbursement, or Tuition Reimbursement
Documentation needed: A copy of Social Security Card or Application Receipt
Return form and documentation to Purchasing Office, AD 245, University of South Alabama, Mobile, AL 36688 or Fax to 251-414-8291.

☐ Current or Former USA Student
Documentation needed: A copy of Social Security Card or marriage license or court order and for International students a passport or visa.
Return form and documentation to Registrar's Office, 390 Alumni Circle, Suite 1100, Meisler Hall, University of South Alabama, Mobile, AL 36688

SIGNATURE_____ **DATE** _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

OFFICE USE ONLY
Clerk Code | | Date | | | | | |

Revised 10-24-12