CHANGE OF NAME FORM

Print corrected name, last name first in the boxes below. Include punctuation and spaces.
Example: Jones, Frederick Smith, Jr. or Smith, Barbara Rene Jones

If name does not fit, list extra letters here:
Accent marks? ☐ Yes ☐ No

Previous name:

Reason for change_____

School_____

Social Security Number _____

Documentation attached:
___Birth Certificate
___Court Order
___Divorce Decree
___Marriage License
___Other _____

Daytime phone number_____ **Email address**_____

Signature_____ **Date**_____

Driver's licenses and social security cards cannot be used to document a name change. If you have questions regarding documentation contact the University Registrar's Office at (615) 322-7701 or university.registrar@vanderbilt.edu.

Attach documentation and return to:
Vanderbilt University
Office of the University Registrar
PMB 407701, 110 21st Ave. South
Suite 110
Nashville, TN 37240-7701

OFFICE USE ONLY ☐ **Special Name** ☐ **Former Name Note**

Approved By/ Date_____

Entered By/ Date_____

Proofed By/ Date_____