

Amberton University

GUIDELINES FOR NAME CHANGES

Please read the following information **CAREFULLY**
before submitting a Name Change Request:

- Complete the Name Change Request form and attach required legal documentation for the name change. Documents other than those specified below will not be accepted as the basis for a name change.
- *Social Security cards and driver's licenses will not be accepted as legal documentation for a name change, except when correcting a minor spelling error such as transposition of letters.*
- Legal documentation must consist of the original document (birth certificate, marriage license, divorce decree, court order, Certificate of Naturalization, or passport). If you are unable to provide the original document, or if you are requesting your name change by mail, you may submit a copy of the legal document with an original notary public seal or county records certification stamp.
- Your name must appear the same on all official University records, including your transcript and diploma. You may not request a name change for only one portion of your records, such as your diploma.
- Name changes are entered one time only per legal document. Additional name changes must be accompanied by new documentation indicating the reason your name is now different.
- Once the name change has been entered into the official University records, you will need to use your new name on all correspondence (transcript requests, etc.)

Changes Allowed to Names

FIRST NAME

You may not drop, alter, or change your first name without legal documentation such as a birth certificate, court order, Certificate of Naturalization, or passport. International students may not alter any portion of their name from the way it appears on their passport.

MIDDLE NAME

You may change your given middle name to a middle initial (Ex: Change "Sue" to "S.") without legal documentation. When changing your name based on a marriage license, you may change your middle name to an initial. The maiden name may be added or used instead of the given middle name. When changing your name based on a court order or Certificate of Naturalization, you may use the middle name shown on the court order or use the initial only. International students may not alter any portion of their name from the way it appears on their passport.

LAST NAME

Your last name may be changed only on the basis of a marriage license, divorce decree granting a return to the maiden name, Certificate of Naturalization, or court order. When changing your name based on a marriage license, the maiden name may be dropped completely, or it may be used with the married name. A combined surname will be hyphenated.

NAME EXTENSIONS (Jr., Sr., III, etc.)

You may add an extension after your surname only when the extension appears on your birth certificate or current U.S. passport.

Documentation Required by Reason

Students requesting a name change are expected to present original legal documents to support their name change request. A copy of the document will be made and included in the student's permanent record file. The original document will be returned to the student.

Students requesting a name change by mail may submit a photocopy of the legal document with an original notary public seal or county certification stamp to verify the authenticity and correctness of the document. Mailed copies will not be returned to the student.

MARRIAGE: Original marriage license bearing the filing stamp from the county or parish in which the license was issued. Church-issued marriage certificates are not acceptable documentation for a name change.

DIVORCE: Original divorce decree, including a specific clause granting restoration of the maiden name. The decree must be signed by the presiding judge and bear the county filing stamp.

COURT ORDER: Original court order signed by the presiding judge and bearing the county filing stamp.

CITIZENSHIP BY NATURALIZATION: Original Certification of Naturalization.

CORRECTING AN ERROR ON THE ADMISSION APPLICATION: Birth certificate or current, valid passport. **NOTE:** International students' names in official University records must match the name on their passport.



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Garland, TX 75041
972/279-6511
www.Amberton.edu

NAME CHANGE REQUEST

(Must be accompanied by acceptable legal documentation as defined below.)

AU ID or SSN _____ Date of Birth (mm/dd/yy): _____

CHANGE NAME TO: (Please print or type name exactly as you wish it to appear on University Records.

LAST/FAMILY NAME FIRST NAME MIDDLE NAME/INITIAL

FROM: LAST/FAMILY NAME FIRST NAME MIDDLE NAME/INITIAL

Reason for Change: ___ Marriage ___ Divorce ___ Court order/naturalization ___ Misspelling

Mailing Address (to send confirmation of name change):

Street or P.O. Box Apt. # Phone: ()

City State Zip Code

* I have read the Guidelines for Name Changes on Amberton Records. I understand that the new name will appear on all official University records and on my diploma. I also understand that I may not make additional changes to my name without new legal documentation demonstrating that my name has been substantially altered for one of the reasons shown above.

Signature: _____ Date: _____

For University Use Only

Date Changed in: HIS _____ ETRANS _____ GRADS _____ ALUMNI _____
BUS OFF _____ NSI _____ IT DEPT _____

Documentation Received:

- Marriage license Naturalization Certificate
Divorce decree Court order
Birth certificate Passport
Driver's license (for minor changes only, such as misspellings)