

CHANGE OF NAME INSTRUCTIONS

Please read the following guidelines carefully before requesting a change of name. These guidelines will assist you in changing your legal name with Prairie View A&M University.

1. Legal documentation must be presented with the completed Name Change Request form in order to alter your name as it appears on your original application for admission to Prairie View A&M University. You must present the original legal document, and a photo identification (Driver's license or valid U.S. Passport which also support the name change) which will be copied in the Registrar's Office for your file. If you are requesting a name change via mail, you may submit a copy of the legal document and photo identification that **bears an original notary seal or county certification stamp** to establish the validity of the information contained in the document. Acceptable legal documents for name changes are determined by the reason for the change as shown below. **A driver's license, social security card, or marriage certificate issued by the church, are *not* acceptable as legal documentation for a change of name by Prairie View A&M University, except when correcting a minor spelling error such as a transposition of letters.**

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 that includes a specific decree 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 Certificate of Naturalization.

CORRECT AN ERROR ON THE ADMISSION APPLICATION: Birth certificate or current, valid U.S. passport.

*IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: International students' names must appear on your University records **exactly** as they appear on the passport issued by your home country. The U.S. entry visa may not be used as documentation for a name change.*

2. The legal name as maintained in the Student Information System (SIS) will be the name that appears on your Prairie View A&M University permanent record, and on your diploma. Changes permitted to your name are as follows:

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 (i.e. change "Sue" to "S.") without legal documentation. A birth certificate, passport, or Certificate of Naturalization is needed to expand the middle name from an initial. Name changes permitted based on a marriage license include replacement of given middle name with the maiden name or inclusion of the maiden name with the given middle name. International students may not alter any portion of their name from the way it appears on their passport.

LAST NAME (SURNAME, FAMILY NAME): Your last name may be changed only on the basis of a marriage license, divorce decree granting restoration of the maiden name, Certificate of Naturalization, or court order. When changing your name based on marriage, you may replace your maiden name with your married name, or use both names. A combined surname will be hyphenated. International students may not alter any portion of their name from the way it appears on their passport.

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.

3. If requesting your change of name in person, the original documents must be presented to the Registrar's Office where a copy will be made for your student file. Only a **notarized** copy of an original legal document and photo identification will be accepted by mail. No change of name will be processed on the basis of a document sent by facsimile (fax).

PRAIRIE VIEW A&M UNIVERSITY
Office of the Registrar
Room 301, Memorial Student Center
P. O. BOX 519; MS 1002
Prairie View, TX 77446

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

SID: _____ **Date of Birth (mm/dd/yy):** _____

Major: _____ **Class:** _____ **Graduation Date:** _____
(Expected or actual)

CHANGE NAME TO: (Please print or type name exactly as you wish it to appear)

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 _____ Middle Name _____ Misspelling

** I have read the Guidelines for Changing the Name on Official 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 Registrar's Office Use Only

Date Changed in: SIS _____ Docuware _____

Documentation Received:

Photo Identification:	Driver's license _____	Valid U.S. Passport _____
Legal Documentation:	Marriage license _____	Naturalization Certificate _____
	Divorce decree _____	Court order _____
	Birth certificate _____	Other _____

Recorder: _____
Signature Date