



OFFICE OF THE REGISTRAR
Student Development Center, Suite 1120, Princess Anne, MD 21853
Phone: (410) 651-6413/6414 Fax: (410) 651-7844 Email: registrar@umes.edu

STUDENT CHANGE OF INFORMATION FORM

Student Identification Card Required for Verification
 Please Print or Type

Date Student ID

Last Name First Name Middle Initial

Change of Name

Caution: This office, the university, and the federal government take the name of your records very seriously. Although you may want to reflect a name change due to a change of marital status, the potential for a future change in your marital status may result in problems with your records in the future. We recommend using the name you submitted when admitted; however, we will change your records according to your request.

We will change the name on your record upon your written request and presentation of an original or certified copy of the original legal document indicating your name. **Legal documents include:** marriage certificate, divorce or annulment decree indicating reinstatement or previous name, birth certificate, legal court order to change name, or adoption papers. **We will not accept requests to change your name by fax or by email. Only original or notarized copies of documents are acceptable to process your request.**

Current Name: _____

Last Name First Name Middle Initial

Name Change: _____

Last Name First Name Middle Initial

Address Change

Permanent Home _____

Street

City State Zip

Mailing Address _____

Street

City State Zip

Office Use Only: Processor: _____ Date: _____