



NAME CHANGE / CORRECTION

- **Employees of the University** must make a name change / correction through the Office of Human Resources (ADM 306).
- **Current student employees** must make a name change / correction through Student Financial Services (ADM 212).
- Changes in email address, eAccount or blackboard contact IT Help Desk in LARC or call (719-549-2002)

Previous Name: _____
(Please Print)

Current / Correct Name:

_____ **Last Name (Please Print)** _____ **First Name (Please Print)** _____ **MI**

PID #: _____ Daytime Phone Number: _____

Signature: _____ Date: _____

NOTE: Verification of a name change requires one of the following:

- Drivers License
- Social Security Card
- Legal Name Change Document
- Other Government Issued Identification

FOR STUDENTS WHO HAVE SUBMITTED A CURRENT GRADUATION PLANNING SHEET:

Do you want your diploma to reflect this name change? Yes No

- If **YES**, please **PRINT** your name **EXACTLY** as you would like it to appear on your diploma:

Will this name change / correction affect your marital status? Yes No

If yes, change to: Married Single Divorced

Return form and documentation to the Registrar's Office (ADM 202), 2200 Bonforte Blvd., Pueblo, CO 81001 or fax to: 719-549-2419.

For Office Use Only:

AIS updated by: _____ Date: _____

EMAS updated by: _____ Date: _____