UIC

CURRENT STUDENT DIPLOMA NAME CHANGE REQUEST FORM

OFFICE OF ADMISSIONS AND RECORDS (MC 018)

PLEASE PRINT.

Current Name Last	First	Middle	**UIN**

Telephone	**E-Mail**

Term of Graduation ☐ Fall ☐ Spring ☐ Summer Year: _____	**Degree Sought:**

College (please check one):

☐ Applied Health Sciences	☐ Education	☐ M. Engineering	☐ COM - Rockford	☐ Public Health
☐ Architecture & the Arts	☐ Engineering	☐ MBA	☐ COM - Urbana	☐ Social Work
☐ Business Administration	☐ Graduate College	☐ COM - Chicago	☐ Nursing	
☐ Dentistry	☐ Liberal Arts & Sciences	☐ COM - Peoria	☐ Pharmacy	

NAME TO APPEAR ON DIPLOMA*:

Last First Middle

***Please Note**:

If the name that is requested is not consistent with the name that appears in Student Self-Service, the Records department requires a copy of one of the documents listed below.

- Proper documentation consists of the following:

  - Marriage certificate *(must be married prior to graduating)*
  - Naturalization papers
  - Birth Certificate
  - Passport

IMPORTANT: This is for your diploma only. Your name will not be changed in Student Self-Service.

In regard to address changes:

- All changes or updates need to be made on the Student Self-Service page on the UIC website. Please make the change for: Diploma address.

Deadline for all changes to name and address are required by our office three weeks after the last day of the term.

Student Signature _____ Date _____

PLEASE RETURN THIS FORM TO:

WALK - IN
Student Service Building
Office of Records and Registration
1200 W. Harrison
Chicago, IL 60607

OR

MAIL- IN
University Of Illinois At Chicago
Office of Records and Registration (MC 018)
Box 5220
Chicago, IL 60680