University of Colorado
Boulder

Name Change and Record Update Form

Part One: Student Information

First Name / MI | Last Name | Student ID Number | Phone Number

You must select and provide a copy of one of the following documents as Proof of Identification:

- ☐ Valid Driver's License
- ☐ Passport
- ☐ Social Security Card
- ☐ Birth Certificate
- ☐ State Issued ID
- ☐ Military ID
- ☐ Official Marriage License
- ☐ Court Divorce Forms
- ☐ W-2 Form
- ☐ Official Name-Change Documents

Part Two: Changes / Updates

Please select and fill out the appropriate and correct information for changes or updates that need to be made to your records:

☐	Name change or correction: (please make spelling corrections or fill in your new or changed legal name)	First Name / Middle Name / Last Name
☐	Birth Date: (please fill in your correct date of birth)	(MM / DD / YYYY) _____ / _____ / _____
☐	Social Security Number:	(XXX-XX-XXXX) _____ - _____ - _____ **A copy of your Social Security Card or W-2 form must be provided for Social Security Number Changes**

Part Three: Student Authorization

Click Here to Print

Student Signature | Date

Important Notes: (1) Official documentation and/or identification must be provided by the student before any changes or updates can be made to student records. **(2)** It takes up to five business days for processing changes. **(3)** Name changes will not be processed three weeks prior to the end of a term.

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