



University
of Houston
Victoria

Office of Admissions and Records
3007 N. Ben Wilson
Victoria, Texas 77901-5731
Phone: (361) 570-4110; Fax: (361) 580-5500

<input type="checkbox"/> Update by: _____ <input type="checkbox"/> Scan
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CHANGE OF PRIMARY NAME

The recording of your name was originally taken from your Application for Admission, and may be changed only if:

1. You have married, remarried, or divorced.
2. You have changed it by court order.
3. It is listed incorrectly and satisfactory evidence exists as to your legal name.
4. A request to omit a first or middle name, list an initial only, or reverse the order of the first and middle names cannot be honored unless appropriate documentation for the name change is provided.

Note: If you are an employee with the UH System, you must contact the H.R. department to make a change to your primary name. *”Preferred” names can be updated in the PeopleSoft system.

Please list all names in full: _____ Currently enrolled Yes No

_____ Date _____ Student ID# _____

From: _____
 University listing of last name First Middle Maiden (if applicable)

To: _____
 Last Name First Middle Maiden (if applicable)

I, _____, request that the change specified above, to my legal
 Student’s Signature
 name, be made on University records.

<u>REASON:</u>	<u>DOCUMENTATION:</u>
Marriage	Copy of marriage license or SSN card
Divorce	Copy of divorce decree or SSN card
Remarriage	Copy of marriage license or SSN card
Court Order	Copy of court order
Other	Explain and attach supporting documentation

*Students may change their “preferred” names at PeopleSoft Student Self Service.