

Request for Name Change

Baylor University requires that an individual's full LEGAL name be included on the student's records. Upon admissions to the University, every effort will be made to ascertain the applicant's LEGAL name. Once the legal name has been determined, that becomes the official name of record and it will only be changed by the Office of the Registrar upon presentation of a written request and acceptable legal documentation.

Acceptable legal Documents are as follows:

Birth Certificate
Marriage Certificate/License
Divorce Decree including reinstatement of former name
Annulments
Court Order for legal name change
Passport
Adoption documents

**NOTE: ONLY
ORIGINAL OR
CERTIFIED COPIES OF
REQUIRED
DOCUMENTS ARE
ACCEPTABLE**

Procedure for Changing the Legal Name:

1. Complete this form and attach supporting documents (original/certified copy only)
2. Return this form and supporting documents to the Office of the Registrar in person (Clifton Robinson Tower, Suite 380) or send via email (a Baylor email account is preferred and can help expedite the process).

PREVIOUS LEGAL NAME:

Last Name	First Name	Middle Name
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CURRENT LEGAL NAME:

Last Name	First Name	Middle Name
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IDENTIFYING INFORMATION:

Baylor ID# (if known)	Date of Birth	Phone Number
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Dates Attended	Degree Pursued/Received
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SIGNATURE: _____ **DATE:** _____

Mailing Address (for return of attached Documents)

FOR OFFICE USE ONLY

Received in Office of the Registrar: _____

REV 1/10/2023