

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, the legal name submitted on the application becomes the official name of record. It can only be changed by the Office of the Registrar upon written request and acceptable legal documentation.

Please make sure your legal name at Baylor University matches the legal name on the Social Security card and FAFSA

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 and physically sign this form and attach supporting documents (original/certified copy only)
2. Current students can email form and document(s) to Registrar@baylor.edu from their Baylor email or drop them off in person (Clifton Robinson Tower, Suite 380)
3. Former students can mail completed form and documents to Office of the Registrar, One Bear Place #97068, Waco, TX 76798 (documents will be returned), or email them to Registrar@baylor.edu. If documents are received via email, a Zoom meeting will be scheduled to verify the legal document(s).

PREVIOUS LEGAL NAME:

Last Name

First Name

Middle Name

CURRENT LEGAL NAME:

Last Name

First Name

Middle Name

IDENTIFYING INFORMATION:

Baylor ID# (if known)

Date of Birth

Phone Number

Dates Attended

Degree Pursued/Received

SIGNATURE: _____ **DATE:** _____