



## REQUEST FOR CHANGE OF NAME

Current students are allowed to change the name on their academic record for the following reasons: marriage, divorce, legal name change, or correction of an error. All requests must be accompanied by the student's PennCard (or driver's license showing former name) as well as one of the following forms of documentation for verification of the legal name change:

- Social Security Card issued in new name
- Birth certificate
- Marriage certificate
- Divorce decree
- Legal Name Court Order
- Driver's license
- Valid passport

**Please complete information below and return the completed request to the Student Records Office in person or by email ([gse-sro@gse.upenn.edu](mailto:gse-sro@gse.upenn.edu)). We can accept photos of documents taken with a cell phone as long as the images are legible.**

A. Penn ID# (the middle 8-digits on your PennCard): \_\_\_\_\_

B. Current Name on Record: \_\_\_\_\_  
*Last Name* *First Name* *Middle Name*

C. New or Corrected Name: \_\_\_\_\_  
*Last Name* *First Name* *Middle Name*

D. Reason for Change (Please check one):  Marriage or Divorce  Legal Name Change  
 Correction of Error  Other: \_\_\_\_\_

E. Signature: \_\_\_\_\_  
*Signature* *Date*

Note: The official name on an academic record cannot be changed by the GSE Student Records Office after a student has graduated or is no longer enrolled at GSE. The name that appears in the system is the name that will appear on your diploma and any other official document issued by Penn.