To change the legal name maintained on the student's official SMU record, the student **must submit** a completed "Change of Name" form and the proper supporting documentation to the Registrar’s Department.

You **must** attach a copy of an official signed passport containing the changed name.

**Telephone Number:** ___________________ **Email Address:** _____________________________

**Student I.D. Number:** ____________________________

**Current name under which you are registered at SMU:**

Last Name: ________________________ First Name: __________________________ MI: ____

**New legal name (Must be completed in full. Please print clearly):**

Last Name: __________________________________________

First Name: __________________________________________

(Please Circle) **Middle or Maiden:** __________________________________________

**Student Signature:** ___________________________ **Date:** ______________________

*Return this form to:*
*Office of the Registrar*
*St. Matthew's University*
*12124 High Tech Ave., Suite 290*
*Orlando, FL 32817*

*Fax: 800.565.7177 / 407.488.1702*

*If you have any questions, please call 800.498.9700 / 407.488.1700 or email: registrar@stmatthews.edu*