



**University of the Incarnate Word  
Office of the Registrar  
4301 Broadway, CPO 304  
San Antonio, TX 78209**

**Student Request for Change of Address or Name**

**Student Identification Card Required for Verification**

**Please print or type**

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_  
**Last First Middle Maiden**

**Change of Address**

Permanent: \_\_\_\_\_  
Street Apt City State Zip

Local: \_\_\_\_\_  
Street Apt City State Zip

Billing: \_\_\_\_\_  
Street Apt City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Alternate E-Mail Address: \_\_\_\_\_

**Student's Signature (Required)** \_\_\_\_\_

**Change of Name**

**Caution:** This office, the university, and the federal government take the name on your records very seriously. Although you may want to reflect a name change due to a change of marital status, the potential for a future change in your marital status may result in problems with your records in the future. We recommend using the name you submitted when admitted; however, we will change your records according to your request.

We will change the name on your record upon your written request and presentation of an original or certified copy of the original legal document indicating your name. **Legal documents include:** marriage certificate, divorce or annulment decree indicating reinstatement of previous name, birth certificate, legal court order to change name, or adoption papers. **We will not accept requests to change your name by fax or by email. Only original or notarized copies of documents are acceptable to process your request.**

From: \_\_\_\_\_  
First Middle Maiden Last Suffix

To: \_\_\_\_\_  
First Middle Maiden Last Suffix

**Student's Signature (Required)** \_\_\_\_\_