



**Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701  
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**Los Angeles Campus:** 2727 W. 6th St., Los Angeles, CA 90057-3139  
Tel: 213-738-0712 Fax: 213-480-1332

## NAME CHANGE REQUEST FORM

A request for a name change in student's University records or official documents must comply to SBU Regulation 5060.00 R. Please remember that name change in the USA is a legal issue.

**PREVIOUS NAME**  
(PLEASE PRINT)

\_\_\_\_\_ *Last*

\_\_\_\_\_ *First*

\_\_\_\_\_ *Middle*

**NEW NAME**  
(PLEASE PRINT)

\_\_\_\_\_ *Last*

\_\_\_\_\_ *First*

\_\_\_\_\_ *Middle*

**STUDENT ID #** \_\_\_\_\_

**SOCIAL SECURITY #** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**ADDRESS**  
\_\_\_\_\_  
\_\_\_\_\_

**Acceptable Submitted Support Document(s): Check the appropriate line(s).**

1. Certified Copy of Marriage Certificate

2. Certified Court Decree

3. Copy and Original Naturalization

4. Copy and Valid Passport

Effective Date of Name Change \_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

Note: A processing fee of \$10.00 is required. Driver's License, Social Security Card, ID Card, etc. cannot be accepted as Support Documents.

**This copy must be placed in Student's file on \_\_\_\_\_ (Date)**

### 5060.00 R-NAME CHANGES IN STUDENTS' UNIVERSITY RECORDS

The name of any currently enrolled, former, or graduated students, may be changed in the official University record to show a different name other than the one used at matriculation time or during the term of enrollment at South Baylo University. This change can only be made based upon the following:

1. A written, signed and notarized request submitted by the current, former or graduate student to change the name on the official University record.
2. Submission of supportive credible evidence such as a certified copy of a marriage certificate, or a name changed by a court decree.

The student is required to pay a processing fee as approved by the Executive Council and published in the "Name Change Notification Form".