

Legal Name Change/Social Security Number Correction Form



If you are a foreign national student, International Services at BEH 255 must pre-approve* this Name Change Request before submission to the Office of the Registrar for processing. Submit completed form and supporting documents (if needed) to registrarupdates@usf.edu. For name changes, SSN updates should be dropped off in person or mailed for security reasons.

Potential/Recent Graduates: Do you want this name change to appear on your upcoming or replacement diploma?

☐ Yes ☐ No

Potential Graduates: Do you want this name change announced at your upcoming Commencement?

☐ Yes ☐ No

USFID Number _____

New Legal Name*

**For legal name changes only; requires legal documentation.*

First Name _____ Middle Name _____

Last Name _____

Previous Name

First Name _____ Middle Name _____

Last Name _____

Reason for Change

Check appropriate box and **attach copy** of legal documentation for changing Legal Name.

- ☐ Marriage ☐ Legal/Court Order ☐ Other (explain)
- ☐ Divorce ☐ Misspelling Correction

The University of South Florida protects the Social Security Numbers of all individuals which are in its possession. As required by Florida Law (119.071(5)), USF provides written notice of the potential/use and release at <https://www.usf.edu/it/data-security/collection-of-ssn>.

CORRECT SOCIAL SECURITY NUMBER (You must provide a copy of your SSN card with this request.)

Student Signature _____ Date _____

FOR OFFICE USE ONLY:

*International Services
Approval Signature

URO Staff Initials &
Date Processed

- ☐ VERIFIED SSN CARD
- ☐ VERIFIED NAME CHANGE DOCUMENTATION

Office of the Registrar	Tampa campus 4202 E. Fowler Ave., SVC 1034 Tampa, FL 33620	St. Petersburg campus 140 7th Ave. S., BAY 102 St. Petersburg, FL 33701	Sarasota-Manatee campus 6350 N. Tamiami Trail, SMC C107 Sarasota, FL 34243	Submit to: registrarupdates@usf.edu
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