CHANGE OF NAME REQUEST FORM

To request a legal name change, please refer to the University Registrar’s Name Change webpage for a detailed list of required documentation and use the following guidelines:

- Faculty and staff should contact Human Resources regarding name changes.
- In-person requests are processed in the University Registrar’s office, located in Yost Hall, Room 135.
- Mail requests must be sent to the following mailing address: Office of the University Registrar, Case Western Reserve University, 10900 Euclid Avenue, Yost Hall 135, Cleveland, OH, 44106.

If you have any questions, please contact the University Registrar’s Office at registrar@case.edu, 216.368.4310, or in Yost Hall, room 135. Office hours are Monday – Friday, 8:30am – 5:00pm.

STUDENT ID (7-Digit ID): _________________  DOB: _________________

NET ID (ex: abc123) _______________________

PREVIOUS NAME: ________________________  ________________________  ________________________
  Last  First  Middle

NEW NAME: ________________________  ________________________  ________________________
  Last  First  Middle

SIGNATURE: ________________________

REGISTRAR’S OFFICE ONLY

Date Received: _________________  Date Recorded: _________________

Registrar’s Office Representative: ______________________________________________________