

To request a legal name change, please refer to University Registrar's [Name Change page](#) for 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](mailto:registrar@case.edu), 216.368.4310, or in Yost Hall, room 135. Office hours are Monday - Friday, 8:30am - 5:00pm.

**Requestor Information**

7-digit Student ID:

Date of Birth:

Net ID (e.g., abc123):

**Previous Name**

Last:

First:

Middle:

**New Name**

Last:

First:

Middle:

Signature: \_\_\_\_\_

**REGISTRAR'S OFFICE ONLY**

Date Received: \_\_\_\_\_

Date Recorded: \_\_\_\_\_

Registrar's Office Representative: \_\_\_\_\_