

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, Sears Library Building, Room 220.
- Mail requests must be sent to the following mailing address: Office of the University Registrar, Case Western Reserve University, 10900 Euclid Avenue, Sears Library Building, Room 220, Cleveland, OH, 44106.

If you have any questions, please contact the University Registrar's Office at registrar@case.edu, 216.368.4310, or in Sears Library Building, Room 220. 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: _____