

## NAME CHANGE FORM

Student ID: \_\_\_\_\_  
(7 digits)

Date of Birth: \_\_\_\_\_

### Legal Name Change

*Legal name changes on official student records require proper documentation.*

Please attach a photo, scan, or copy of one of the following documents to verify your legal change of name: A court document, such as a marriage certificate or name change, or photo ID, such as a driver's license, state ID, or passport.

Former Legal Name: \_\_\_\_\_  
*Last First Middle*

Updated Legal Name: \_\_\_\_\_  
*Last First Middle*

### Preferred Name Change

You can edit your preferred name on your MaineStreet Student Center with the left-hand sidebar by navigating to 'My Profile' then 'Biographical Information'. You may change the preferred name on your student record without completing a legal change of name. To understand how and where the University of Southern Maine uses preferred names, please consult the [UMS Name Usage Policy](#).

After your name change processes, if you would like your @maine.edu email changed to your current name, visit <https://accounts.maine.edu> and click 'Change your UMS user account username'.

Legal Name: \_\_\_\_\_  
*Last First Middle*

Preferred Name: \_\_\_\_\_  
*Last First Middle*

### Diploma/Certificate Name Change

If you have applied for completion, please print your name exactly how it should appear on your credential(s):

\_\_\_\_\_

Signature (required) : \_\_\_\_\_ Date: \_\_\_\_\_

**Form to be returned to the Office of Registration and Scheduling Services**