

Name Change/Social Security Number Correction Form



UNIVERSITY of

SOUTH FLORIDA

Student Success

Office of the Registrar

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