



NAME CHANGE REQUEST
Loyola University Chicago, Registration and Records
820 N. Michigan STE 504, Chicago, Illinois 60611
www.luc.edu/regrec

RRNAME

Preparing people to lead extraordinary lives

Current Student _____

Alumnus/Alumna _____

Personal Information

Name Currently Appearing in LOCUS (*printed*): _____

Student ID or SSN #: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ E-mail address: _____ Date of Birth: _____

Dates of Attendance or Graduation: _____ Degrees Earned: _____

Other Names Used Under Which Records May Appear: _____

Division/Department: _____

New name (*print clearly include diacritical marks*)

Present this form to a notary public. Once notarized, submit this form (by mail, to the above address, or in person) to the Office of Registration and Records. Include a photocopy of the official documentation presented to the notary public for identification purposes. The copies of the documentation presented must be signed and certified by the notary. Documentation that is acceptable can include a driver's license, state ID, passport, or court order or similar legal documentation. Faxed forms can be processed. PDFs will be accepted if electronically signed and certified.

International Students. The names of international students in LOCUS (Loyola University Chicago's student information system) should match the student's name as it appears on the student's passport. International students wishing to change their names in Loyola's records should provide government-issued identification corresponding to the new name. International students must also contact the Office of International Affairs.

Please change my primary name as it appears in LOCUS. I presented these documents to the notary public to certify my new name:

Signature (*signed in presence of a Notary Public*):

_____ Date: _____

State of _____

County of _____

Signed before me by _____ on _____ (*date*)

(seal)

Signature of Notary Public