



STUDENT REQUEST FOR CHANGE OF NAME

Changing your name is a two-part process at UMUC:

1. Complete this form. **All fields are required.**
2. Print the completed form and send it along with proof of your name change (copy of a court order, marriage certificate, U.S. military ID card, state driver's license, or notarized statement from the legal officer certifying the name change.)*

*Note: The university reserves the right to request additional information and documentation.

Mail or fax the completed form along with other documents to:

UMUC Europe
 Office of the Registrar
 Unit 29216
 APO AE 09004
Fax: CIV +49-(0)6221-301284 or DSN 314-370-8908

Student Identification Number _____

Name as it appears on your records

Last	First	Middle initial
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Name as you wish it to appear on your university records

Last	First	Middle initial
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Address to which correspondence should be sent

Daytime phone (with area code)

Evening phone (with area code)

Date of birth (MM/DD/YY)

E-mail address

I would like my UMUC WebTycho and Library Services accounts to reflect this name change. Yes No

Important note about WebTycho USER NAME

This name change will NOT change your USER NAME, it will only change your display name and your name on the class roster in WebTycho. Any changes to your WebTycho USER NAME during the semester will remove your edit access to all class work (including past classes) made with your old USER NAME. In other words, you will start the class as a new student: although the old postings will be there, you will be unable to edit them, and in the case of saved or submitted assignments, you will be unable to see them. Your old portfolio will be replaced with a new, empty portfolio for the "new student" (you) to begin using it. Note that faculty members retain access to the old portfolio for grading purposes.

We highly recommend you submit to UMUC the paperwork to change your USER NAME when you are not in the process of taking or teaching a class. However, if you wish to request a USER NAME change mid-semester and accept the conditions described above, please contact WebTycho Support at 888-360-UMUC (8682) or <http://support.umuc.edu>.

I intend to continue to use the name indicated above consistently and have not adopted this name for any fraudulent purpose.

Signature

Date