University of Maryland University College *Europe*

Student Request for Change of Name

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

1. You need to complete this form
2. You must 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 09102

Fax: CIV +49-(0)6221-301284 or DSN 314-370-8908

* Required Fields

* Student Identification Number _____

Name as it appears on your records

_____

* Last * First Middle Initial

Name as you wish it to appear on your university records

_____

* Last * First Middle Initial

*** 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

Other UMUC accounts to reflect your name change ☐ WebTycho Account and Library Services

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 middle of taking or teaching a class. However, if you wish to request a USER NAME change mid-semester and accept the difficulties 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