



## Change of Name Form Registrar's Department

St. Matthew's University  
12124 High Tech Avenue  
Suite 290  
Orlando, FL 32817

To change the legal name maintained on the student's official SMU record, the student **must submit** a completed "Change of Name" form and the proper supporting documentation to the Registrar's Department.

You **must** attach a copy of an official signed passport containing the changed name.

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

### Current name under which you are registered at SMU:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

### New legal name (Must be completed in full. Please print clearly):

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

(Please Circle) Middle or Maiden: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Return this form to:*  
Office of the Registrar  
St. Matthew's University  
12124 High Tech Ave., Suite 290  
Orlando, FL 32817  
Fax: 800.565.7177 / 407.488.1702

*If you have any questions, please call 800.498.9700 / 407.488.1700 or email: registrar@stmatthews.edu*