



# Change of Name Form

**Instructions:**

Please print this form and fill in all applicable/required fields.

Name Changes MUST include legal documentation of one of the following: birth certificate, court order, marriage license or divorce decree.

**Do not send originals.** Changes can be done in person in the Registrar’s Office located in Patrick Henry 200. *You may also send your request by mail, fax, or email to:*

**Robert Morris University  
Attn: Office of the Registrar  
6001 University Blvd  
Moon Twp., PA 15108**

**Fax: 412-397-2528**

**Email: [registrar@rmu.edu](mailto:registrar@rmu.edu)**

## STUDENT INFORMATION

CURRENT NAME on file: \_\_\_\_\_  
Last Name First Name Middle Name

NEW AUTHORIZED name: \_\_\_\_\_  
Last Name First Name Middle Name

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student ID #: \_\_\_\_\_ **OR** Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

Request Processed By: \_\_\_\_\_ Date: \_\_\_\_\_