



Name and/or Student ID Change

University of Houston
Registration and Academic Records
Houston, Texas 77204-2027 • (713) 743-1010

Student Name Change

The University of Houston record of your name was originally taken from your application for admission and may be changed only if:

1. You have married, remarried, or divorced (a copy of marriage license or portion of divorce decree indicating new name must be provided)
2. You have changed your name by court order (a copy of the court order must be provided)
3. Your legal name is listed incorrectly and satisfactory evidence exists for its correction (birth certificate, valid passport, etc., must be provided)

NOTE: A request to omit a first or middle name or to reverse the order of the first and middle names cannot be honored unless accompanied by appropriate documentation.

Please print and complete the following information:

I request that my legal name be changed and reflected on University of Houston records as listed below:

Student ID First semester attended UH: _____
SEMESTER/YEAR

From: _____ To: _____
UNIVERSITY LISTING OF LAST NAME LAST NAME

From: _____ To: _____
UNIVERSITY LISTING OF FIRST NAME FIRST NAME

From: _____ To: _____
UNIVERSITY LISTING OF MIDDLE NAME MIDDLE AND/OR MAIDEN NAME

Check reason for name change request:

- 1) Correction of error 2) Court order 3) Divorce 4) Marriage 5) Other

Signature: _____ Date: _____

OFFICE USE ONLY

Document (s) Attached Examined

Student Identification Number Change

The University of Houston assigns a student identification number to the student at the time of admission. The student ID is most commonly the student's social security number or, if the student does not have one at the time of admission, the Office of Admissions assigns a number. The student ID can only be changed if the student has obtained a new social security number or error was made. In either case, the student must provide verification of the new number.

Please print and complete the following information:

I request that my student identification number be changed

From: To:

Check reason for ID change:

- 1) Correction of error
 2) New Social Security number
 3) New Social Security number replaces UH assigned number

Signature: _____ Date: _____

OFFICE USE ONLY

1) Copy photo ID and Social Security card. 2) Document(s) Attached Examined

PHOTO ID

SOCIAL SECURITY
CARD

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."