

NAME CHANGE REQUEST

Student Name: _____ JD Day / Evening: _____ Visitor
Previous Name: _____ LLM LLM (Tax) MSLS JSD
Student ID #: _____ Year of Study: _____
Phone Number: _____ Graduation Term: _____

OFFICIAL NAME CHANGE REQUEST

A completed request a name change or correction will consist of the supporting documentation, i.e., a court order, valid driver's license, certificate of naturalization, certificate of marriage, or some other form of positive identification before a change/correction of name can be processed. A photo I.D. must also be presented. Digital submissions must be sent to the Office of the Registrar at registrar@lls.edu for review. Requests must come from the owner of the record (the student) via their LLS email account only. Incomplete requests will not be processed.

Note: A change/correction of name will be processed only for students who have an active academic record and are currently pursuing an academic program. At the time of graduation or program abandonment, academic records are closed and no further changes in the record may occur. The name on the record at that time becomes the permanent name of record. Names on closed records may not be changed for any reason, including divorce, marriage, court ordered name changes, etc.

New Legal Name on Record : _____ Display in Email

New Signature : _____
Please sign here with your NEW signature

Old Signature: _____ Date: _____
Please sign here with your prior signature.

PREFERRED FIRST NAME or HONORIFIC REQUEST

The preferred first name is used solely for internal systems; external systems (such as outside publications, academic transcripts, enrollment verifications, etc.) will continue to use your legal first name. Students must sign this form to validate the request to use a preferred first name or honorific. Student may select **Mr., Mrs., Miss, Ms., or Mx.** as a preferred honorific. Digital submissions must be sent to the Office of the Registrar at registrar@lls.edu for review. Requests must come from the owner of the record (the student) via their LLS email account only. Incomplete requests will not be processed.

Preferred First Name _____ Preferred Honorific: _____

By signing below, the student agrees with and accepts the law school's right to deny the preferred first name request or remove a preferred first name if it is misused at any time. This includes, but is not limited to, names using foul or inappropriate language or names submitted to avoid a legal obligation or to create misrepresentation.

Signature : _____ Date: _____
Please sign here with your official signature for the Preferred First Name or Honorific

OFFICE USE ONLY

Processed By: _____ Date: _____
