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 350
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