

Keck School of Medicine of USC

REQUEST FOR A CHANGE/CORRECTION OF NAME

Last Name

First Name

Middle Name

USC Student ID: _____

You must present 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.

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 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.**

CHANGE/CORRECTION OF NAME

Previous Name:

Last Name

First Name

Middle Name

Changed/Corrected Name:

Last Name

First Name

Middle Name

Signature

Date

Other steps to consider:

- Changing USCard
- Changing LAC+USC County badge

Return this form and all required documents to Mandy Garcia:

1975 Zonal Avenue, KAM 218

Los Angeles, CA 90089-9024

mandygar@usc.edu

Received:

Forwarded to Office of Academic Records
& Registrar