

Using the “Primary Name Change Request Form”

Your primary name is the name by which you are generally known. Your legal name is your default primary name. If you are generally known on campus by a name other than your legal name, you must submit a completed “Primary Name Change Request Form” for your primary name to appear on class rosters, public directories, and your student ID card. Your legal name must remain on the official transcript and financial aid documents.

- Completely read the form before filling it out.
- Public directories are used for many purposes including for mail sent to your home and to identify you online. Anyone with access to information about you online or seeing mail sent to your home will see your primary name.
- If the University has a personnel file for you, you must update your primary name in your personnel record which you can access through ARES (<http://ares.umd.edu>). Click on Payroll & Human Resource (PHR) and select Access Personal PHR Information. There will be a personnel file on you if you have *ever* worked at the University of Maryland *or any of its affiliates such as Shady Grove*.
- If you ever get a job at the University or any of its affiliates, you *must* update your primary name in your personnel record; otherwise, your default primary name (legal name) will overwrite whatever the Registrar has in your student records. (These are two entirely separate systems that do not communicate with one another.)
- If you work at the University, be advised that your legal name is your payroll name. Your legal name is visible to anyone processing your paycheck or approving your time sheets.
- If you need Form 1098-T for tax purposes, it will be generated with your primary name. You will need to ask the Bursar to re-generate the form using your legal name. Also, if the Bursar issues you a refund check, it may have your primary name. You will need to ask them to reissue the check using your legal name.
- International students in F-1 or J-1 status are encouraged to meet with International Student and Scholar Services (ISSS) after changing the primary name in University records. While it is not possible to change the primary name on an immigration document issued by ISSS, a preferred name can be listed and updated on that immigration document.
- Your primary name may appear on your diploma, but you *must* be sure to indicate that when you apply for graduation. You should also complete and submit the Primary Name Change Request Form *before* applying for graduation. You will be issued only one diploma. After your diploma has been issued, you must submit documentation of a legal change of name for the University to reissue your diploma. **International students must use their legal name on their diploma.** U.S. citizens who will need their diploma as documentation outside of the United States are strongly encouraged to use their legal name on their diploma.
- You may request a new Username from the [Help Desk of the Division of Information Technology](#). Your username is how you login to secure web sites at the University of Maryland. It is the same as your email address issued by the University. If your request is available, it will be assigned to you. It may take a few days to propagate throughout the university’s various systems. There is no forwarding ability. Any email sent to your former address will be lost.
- Take the completed form to the Office of the Registrar, 1108 Mitchell Building, where students receive their ID cards. Hand the form to the person on duty at the desk. They will issue you a new ID card.



Primary Name Change Request Form

Date: _____

UID Number ____-____-_____

Legal Name _____
(first) (middle) (last)

Name currently listed on University of Maryland records (if different from above)

(first) (middle) (last)

Requested primary name(s)

(first) (middle) (last)

I understand that by completing this form and signing below, I am authorizing the University of Maryland College Park to use my primary first and/or middle and/or last name(s) on student identification cards, class lists, and student directories only. My primary first/middle/last name(s) will be linked to my full legal name, University and Student Identification numbers, which will continue to be shown on my transcripts, financial aid records, and other records where use of the legal name is required by law or University policy.

The use of primary first and/or middle and/or last names will be approved at the discretion of the Office of the Registrar. Requests will be approved except in circumstances that indicate that this request is for the purpose of misrepresentation, or to otherwise avoid a legal obligation.

I have read and understand the above information.

Signature

Date

Internal Office use only

Staff Signature/Approval Date