Name Change Procedure

Clemson University requires a student’s full legal name to be included in his or her student records. Once the legal name has been determined, it becomes the official name of record and will remain unchanged unless legal documentation is provided to justify altering the original name on the student’s official record.

Acceptable legal documents are the following:
- Social Security card with new name. A copy of a Social Security card is acceptable.
- Passport (International only), which must be valid and stamped with student visa. A copy of a passport is acceptable.

Other documents, such as driver’s license or notarized statements, are not acceptable.

Complete and sign this form and return the form and legal documentation to Registration Services via email to regserv@clemson.edu.

Questions about this procedure can be answered at regserv@clemson.edu.

Please complete the following information.

Clemson ID or Social Security Number (circle one):

Candidate for Graduation:  □ Yes  □ No

Previous name: ________________________________________________________________

Maiden name (if different from above): ____________________________________________

Current name: ________________________________________________________________

Reason for name change: _______________________________________________________

Phone: (_____)_________________ E-mail: _________________________________

Signature: _______________________________ Date: ____________________________

FOR OFFICE USE ONLY:

Registration Services: ________
Graduate School: ________
Transcripts: ________
Counselors: ________

Office of Records and Registration

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