OFFICE OF THE REGISTRAR
UNIVERSITY OF NORTH CAROLINA WILMINGTON
601 SOUTH COLLEGE ROAD • WILMINGTON, NORTH CAROLINA 28403-5618
PHONE: 910-962-3125 • HTTP://WWW.UNCW.EDU/REG

CHANGE OF NAME FORM

UNCW employees, including those who have separated from UNCW in the last six months, must see Human Resources (Administrative Annex 1045).

UNCW ID: _____ Phone: (_____)_____ Email: _____

Former Name:

_____

Last First Middle

New Name:

_____

Last First Middle

Proof of name change:
Requires government-issued identification (examples: valid driver's license, original signed social security card, voter registration card, and military ID).

Identification provided:

_____

_____

Office Use Only
☐Y ☐N Verified ID Reviewing Staff Name _____
☐Y ☐N Verified ID Reviewing Staff Name _____

Valid photo identification is required to process a change name.

- **Address changes and your preferred FIRST name can be updated in SeaNet.**
- **Submit a request to TAC@uncw.edu or visit the Technology Assistance Center in Randall Library if updated e-mail address is required.**

This form must be signed in the presence of an Office of the Registrar staff member. Please bring the above mentioned documentation.

_____ _____

Student Signature ***Date***

Print Reset

Office Use Only			
GUASYST	Employee record?	Y	N
SHAPCMP	Partial?	Y	N
Processed by: _____			
Date: _____			