



Change of Address or Name

Office of the Registrar

1409 Walnut Grove Avenue, Rosemead, CA 91770

phone 626-571-8811 fax 626-656-2108

To update your address, complete Section 1. To change your name, complete Section 2. Print LEGIBLY, sign and date, submit to the Registrar's Office

Last Name _____ First Name _____ Middle _____

Date of Birth _____ Student ID _____ Date Submitted _____

Student Signature: _____ Date: _____

Section 1: ADDRESS and/or PHONE NUMBER CHANGE

NOTE: if you are studying in the US on an F-1 Visa, you must also submit your change of address through SEVIS in addition to submitting this form to UWest. See the International Student Services Dept. for assistance.

New Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Work Phone _____

UWest Email _____ Secondary Email _____

Section 2: LEGAL NAME CHANGE

MY NAME HAS BEEN CHANGED TO: Last Name _____ First Name _____

- Your name cannot be changed without this written and signed request. No second party notification of a name change will be accepted.
- Proof of former and new name must be submitted using the following pieces of identification:
 - legal court document *or*
 - passport *or*
 - marriage license *and* social security card
- You are required to bring the original document(s) to the Registrar's office. The document will be copied for your file and the original returned to you.
- If a name change occurs during a term, the student is responsible for notifying instructors after submission of this form to the Registrar.
- To appear on the diploma, name changes must be submitted by the last day in attendance. Name changes submitted after that date will require submission of a Diploma Reorder Form and payment of the diploma replacement fee.

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For Office Use Only

Official Change Completed by: _____ Date: _____