

## Name and/or Social Security Number Change

University of Houston | Office of the University Registrar  
Houston, Texas 77204-2027 | (713) 743-1010, option 7

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### \*Student Name (as listed on university record)

First name

Middle name

Last name

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myUH ID Number

### \*What are you requesting to add or update?

Update Name (Complete Section A)

Update/Add Social Security Number (Complete Section B)

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### Section A: Student Name Change

The University of Houston record of your name was originally taken from your application for admission and may be changed if:

1. You have married, remarried, or divorced (a copy of marriage license or portion of divorce decree indicating new name must be provided)
2. You have changed your name by court order (a copy of the court order must be provided)
3. Your legal name is listed incorrectly and satisfactory evidence exists for its correction (driver license, state ID, birth certificate, valid passport, etc., must be provided)

*NOTE: A request to omit a first or middle name or to reverse the order of the first and middle names cannot be honored unless accompanied by appropriate documentation. **All documents must also be submitted with a valid government-issued photo ID (such as a driver license, passport, or military ID).***

#### Please print and complete the following information:

I request that my legal name be changed and reflected on University of Houston records as listed below:

Check reason for name change request:      Marriage/Divorce      Court order      Correction of error

FROM: First name      Middle name      Last name      Suffix

TO: First name      Middle name      Last name      Suffix

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### Section B: Student Social Security Number Change

The University of Houston record of your Social Security Number was originally taken from your application for admission and may be changed only if the student has obtained a new social security number or an error was made. In either case, the student must provide a copy of the Social Security Card. **The Social Security card must include the student's signature and must be submitted with a valid government-issued photo ID (such as a driver license, passport, or military ID).**

**Please print and complete the following information:** I request that my Social Security Number be changed and reflected on University of Houston records as listed below:

Check reason for Social Security Number change request:      Correction of error      Addition of SSN to university records

FROM:

TO:

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I authorize the University of Houston Main Campus to make the updates/changes to my student record as requested above.

\*SIGNATURE (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_