

### Change of Name Instructions:

- Use the Name Change form to request changes, due to incorrect spelling or legal situations, to the primary name under which your UDSIS education record is listed. If you have any questions, contact Registrar (Registrar@udel.edu )

### Instructions:

1. Complete the Name Change form in its entirety.
2. Print and sign the form.
3. Provide legal documentation of the new name: copy of driver's license or other proper documentation, such as passport, state or national-issued identification card or court order of legal name change.
4. Upload the Change of Name Request form and your documentation via this secure link.
5. Processing time is typically 10 business days after our receipt of this form.
6. Once you submit the name change form, please email [Swufe-jei@udel.edu](mailto:Swufe-jei@udel.edu) and let us know that you just submitted the form. Please give us your NAME, COHORT, & UDID. We will then request a name change verification letter from SWUFE to verified if you did not provide any legal documentation (Step 3)