



**Office of the Registrar**  
4501 N. Charles Street  
Baltimore, MD 21210-2699

**Important Information**

Complete this form, print using the Print icon displayed above in the form toolbar, sign, and email with a copy of your photo ID and supporting documents to the Academic Records Specialist at [mdonohue1@loyola.edu](mailto:mdonohue1@loyola.edu).

Asterisk (\*) indicates required field.

Valid documents for legal name change: driver's license, marriage certificate, divorce certificate, or a legal name change document.

Legal name changes can take up to 3 business days to process and complete after receipt.

Contact the Office of the Registrar, 410-617-2682, with additional questions.

Student ID #:	Previous First Name*:	Previous Middle Name:	Previous Last Name*:
Birthdate*:	Current First Name*:	Current Middle Name:	Current Last Name*:
Email Address:	Mobile Phone:	Reason for Change Request*	

Documents Included

List included documents

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Comments

I hereby certify that the information entered on this document is true. I understand that Loyola University Maryland reserves the right to institute any appropriate legal or other proceedings for misrepresentation.

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

**Records Office**

Transcript File Name Changed \_\_\_\_\_