**Process and Steps for Completing the Name and Address Change Form**

Once an applicant is admitted to the University of Oklahoma Health Sciences Center, they are officially considered a Student. All Students should use this form to update their name and/ or address information with the University.

**Steps:**
1. complete the Name and Address Change Form; 
2. attach the appropriate documentation for all name change requests; and 
3. submit the completed form with all signatures and attachments to the Office of Admissions and Records, Library 121, Oklahoma City, OK 73117-1221. This form and any attachments can also be faxed to (405) 271-2480.

**International Students:** Report any name or address change within 10 days to the Immigration Advisor in the Office of Admissions and Records, LIB 121.

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**Policy**

**Name Changes:** Name changes for Students require legal documentation. Based upon Section 1637 of Title 12 of the Oklahoma Statutes states on Name Changes:

“No natural person in this State may change his or her name except as provided in Sections 1 to 5 inclusive of this Act, other than marriage or divorce or by adoption. Sections 1 to 5, set out the procedure for changing of names by petition to the court.” This includes court orders such as decrees, naturalizations, marriage, divorce, or adoption.

Students using a hyphenated name as a married name, may use their maiden name, by submitting a notarized statement identifying the use of the maiden name on all school records and professional documents. Students who want to use their maiden name to replace a middle name can be processed by the Office of Admissions and Records without a notarized statement.

During the College of Medicine application process, any applicant having a legal change of name must contact AMCAS directly and those changes are reflected in a new download of the electronic information as an update to an applicant record. When a student is accepted, any further changes are maintained according to University policy.

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### Student Name - Former (please print)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
</table>

### Student ID Number

#### Student Name - Present (please print)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
</table>

#### Marital Status

- Single
- Married
- Divorced
- Widowed

#### Legal Document Provided

- Marriage Certificate
- Divorce Decree
- Birth Certificate
- Court Order

#### Reason for Name Change

- Yes
- No

#### Have you received a previous degree from OUHSC?

- Yes
- No

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### Current Mailing Address (Home Address)

<table>
<thead>
<tr>
<th>Street</th>
<th>City, State</th>
<th>Country</th>
<th>Zip Code</th>
<th>Home Phone</th>
</tr>
</thead>
</table>

### Permanent Mailing Address (Address of Legal Residence)

<table>
<thead>
<tr>
<th>Street</th>
<th>City, State</th>
<th>Country</th>
<th>Zip Code</th>
<th>Permanent Phone</th>
</tr>
</thead>
</table>

#### Effective Date

<table>
<thead>
<tr>
<th>Work Phone (Extension)</th>
<th>Cell Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
</tbody>
</table>

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### Authorizations and Signatures

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Office of Admissions and Records</th>
<th>Date</th>
</tr>
</thead>
</table>

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### Administrative Use Only

<table>
<thead>
<tr>
<th>Processed By</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
</table>

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Name and Address Change Form Revised 6/2016

06/2016/2011