Cornell University Name Change Form

To update or change your Primary Name on your student record, U.S. citizens and permanent residents, must provide a passport, birth certificate, state issued driver’s license or court-issued document (such as a marriage or divorce certificate.)

- Email via Secure File Transfer
- Fax to (607)255-6262
- Mail: Office of the University Registrar, 245 Day Hall, Cornell University, Ithaca, NY 14853
- In person: 245 Day Hall

For International students on a Visa: Your primary name must reflect the name that appears on your Visa. Contact the Office of Global Learning, International Services at international@cornell.edu or (607) 255-5243 for assistance with updating your name.

CURRENT NAME ON RECORD (please print):

___________________________________________________________

Last | First | Middle

NEW NAME (please print):

Last

First

Middle

Suffix

Phone Number:____________________________________________

Email Address:___________________________________________

REASON:  □ M-Marriage  □ L-Legal
□ D-Divorce  □ O- Other
□ C-Correction  □ V-Visa

___________________________________________________________

Student’s Signature
(Must be original signature or electronic signature, not script font.)

Date