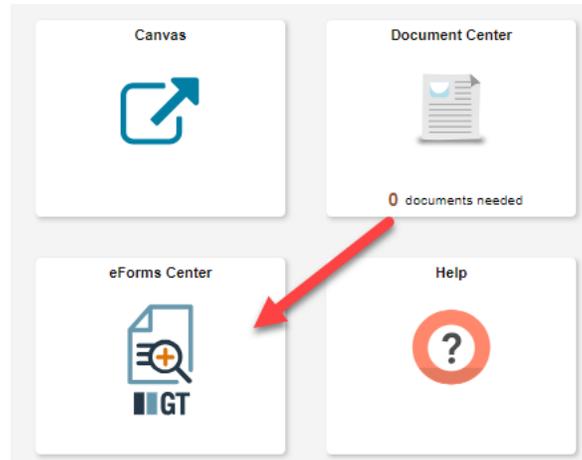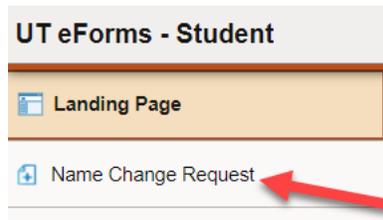- **Log into Your MyUTH Account**
  - Access your account using your login credentials.

- **Navigate to the E-Form Center**
  - Scroll down the homepage until you find the "E-Form Center."

- **Select the Name Change Request Form**
  - Click on the "Name Change Request" option.

- **Choose the Name to Change**
  - Specify whether you are changing your first, middle, or last name, or suffix.
  - For this example, select to change the first name by toggling the option from "No" to "Yes."

Update Name (New Legal Name)

Instructions: Your legal name is the name that you provided on the application for admission and can be changed with appropriate documentation for one of the following reasons.

Marriage or divorce
Changed by court order
Name is misspelled or otherwise incorrect

Click here for questions about diploma name changes.

1 row

	Change First Name ⇅	*Update First Name ⇅	Change Middle Name ⇅	Update Middle Name ⇅	Change Last Name ⇅	Update Last Name ⇅	Change Suffix ⇅	Update Suffix ⇅
1	Yes	Type Name Change here	No	U	No	Form	No	

- **Upload Documentation**
  - o Gather the necessary documentation proving your name change.
  - o Store the document on your computer.
  - o Click the "Upload" button to find and select the document from your computer.

File Attachments

1 row

Attachment Required	Upload	Description ↑↓	Instructions ↑↓	File Name ↑↓	Delete
1 🔴	Upload	Legal Documentation	Attach a copy of the supporting documentation (marriage license, divorce decree, court order, passport, or birth certificate,). A driver's license is **not** accepted as proof of name change.		Delete

Add

- **Review and Replace Uploaded Documents (if necessary)**
  - o After uploading, you can view the document.
  - o If needed, replace the document by uploading a new file.

- **Acknowledge the Information**
  - o Read through the provided information carefully.
  - o Check the acknowledgment box to confirm you have read and understood the details.

Form Action Items

1 row

Acknowledgement		
1	Yes ☐	By submitting this form, I request my primary name be updated in university records where applicable. I understand: 1. My information is accurate and complete. 2. My legal name may still appear on official documents as required. 3. My request may be reviewed and verified by university offices. 4. My personal information will be handled per university privacy policies.

- **Submit the Form**
  - o Click the "Submit" button to send your name change request.

- **Check for Confirmation Emails**
  - o Monitor your email for confirmation that your request has been processed.
  - o If the request cannot be processed, you will receive an email with further instructions or information