

Registrar's Office

1-14-29 Taishido, Setagaya-ku, Tokyo 154-0004

Email: tujregistrar@tuj.temple.edu

Request to Change Name on Record

REQUIRED DOCUMENTATION: At least a **passport** and one of items below should be presented to us.

•unexpired driver's license •health insurance card •alien registration card •residence certificate • family register •Marriage Certificate/License •U.S. Government ID card • Social Security card issued in your new name or •any other official/legal documents

TUId: _____

NAME on RECORD:

Please print the name that currently appears on your records

_____, _____, _____
Last Name First Name MI or name

NEW/CORRECTED NAME

Please print the name that you would like to appear on your records.

_____, _____, _____
Last Name First Name MI or name

REASON FOR CHANGE (check only one):

- Marriage** -- please provide legal documentation such as a marriage license
- Resumption of Maiden Name** -- provide legal documentation such as divorce decree
- Legal Name Change** -- provide legal name change documentation
- Typographical Error** -- provide a copy of photo identification with name spelled correctly

CERTIFICATION:

I hereby certify that I was formerly known as the name indicated above and under that former name Temple University has maintained my scholastic records. Hereafter, please maintain my records under the name I have indicated.

SIGNATURE _____ **Date:** _____