

# Update your legal name in UW–Madison student records

Prefer an online version? Go to [registrar.wisc.edu/personal-info](https://registrar.wisc.edu/personal-info)

★ Your name as it appears on your UW–Madison application or student records:

|                   |                    |                  |
|-------------------|--------------------|------------------|
| <i>first name</i> | <i>middle name</i> | <i>last name</i> |
|-------------------|--------------------|------------------|

Campus ID (if you know it):

10 digits starting with 9

If you don't know your Campus ID, please include your birthdate:

month / day / year

★ Your updated legal name:

|                   |                    |                  |
|-------------------|--------------------|------------------|
| <i>first name</i> | <i>middle name</i> | <i>last name</i> |
|-------------------|--------------------|------------------|

★ Email address:

Telephone:

★ Include one copy of a document that shows your updated legal name.

Examples: driver license, passport, court document, birth certificate, state ID card, etc.

If you are an international student with an F-1 or J-1 visa, you must use your passport as your document.

★ I attest that I am requesting these changes to my own personal information and confirm that all information entered above is true and correct. I authorize the Office of the Registrar to change my student record accordingly and intend to use this name consistently for academic purposes at the University of Wisconsin-Madison. I understand that my updated legal name will appear on all future academic records, including my transcript and diplomas.

sign or type your updated legal name

date

🌐 International students with an F-1 or J-1 visa, please send to [iss@studentlife.wisc.edu](mailto:iss@studentlife.wisc.edu) or International Student Services, 217 Red Gym, 716 Langdon St., Madison, WI 53706

We will send a confirmation of your name change to your email address.

SUBMIT COMPLETED FORM AND DOCUMENTATION TO:



**Office of the Registrar**  
UNIVERSITY OF WISCONSIN-MADISON

Mail:  
333 East Campus Mall, Suite 10101  
Madison, WI 53715-1384

Email: [registrar@em.wisc.edu](mailto:registrar@em.wisc.edu)

Fax: 608-265-8946

Contact us

Phone: 608-262-3811

Website: [registrar.wisc.edu](https://registrar.wisc.edu)