

OFFICE OF THE REGISTRAR  
STUDENT NAME ON UNIVERSITY RECORDS  
AUGUST 2019

**Student Name on Academic Records**

Students must use their legal name when applying to Yeshiva University, and the student's academic records must reflect that name.

**Diploma Name**

The last name on the student's diploma must match the student's last name in Yeshiva University's student information system and on the student's official University record. The student may use a preferred first name on the diploma that differs from the student's legal first name.

Should a student wish to use a different last name on the diploma, he/she would need to follow the instructions below for official name changes.

**Student Name Change**

Students who legally change their name should submit a Request for Change of Name on School Records form along with approved documentation to the Office of the Registrar.

Types of approved documentation include:

- State issued ID
- Passport
- Social Security Card (must be shown alongside state/federally issued photo ID)
- Marriage license or divorce decree showing the former and new name (shown alongside state/federally issued photo ID)
- Court order showing the former and new name (shown alongside state/federally issued photo ID)

Once the degree has been conferred, the name cannot be changed without a court order.

**Alumni Name Change**

A student's transcript is considered frozen once the degree is conferred, and as such, it is the University's policy that it will not change an alumnus' name in the University's student record system or on the transcript. Requests for an exception to the policy due to a court ordered change of name will be evaluated on an individual basis and should be submitted to the University Registrar with a copy of the relevant court order (a marriage certificate or divorce decree would not be sufficient) and the Request for Change of Name form.

Alumni may contact the Alumni Affairs Office to make changes to their name for purposes of receiving notifications and mail, but this is not an official change of name.