



Human Resources
820 N. Michigan Avenue
Chicago, IL 60611
P: 312.915.6175 / F: 312.915.7612

CHANGE OF NAME FORM

This form will generate a change of name request to Loyola's Human Resources/Payroll System **ONLY**. If you are also a student at the University, you must change your name through the Office of Registration and Records (<http://www.luc.edu/regrec/>).

This request **MUST** be accompanied by a copy of the legal document authorizing the change of name (i.e. marriage license, divorce decree, adoption papers, court order, etc.) To authorize your request, please submit the completed form along with supplemental (legal) materials to Human Resources.

C h a n g e o f N a m e - I n f o r m a t i o n	
Current Name (If printing, please enter legible <i>information</i>)	
New Name (If printing, please enter legible <i>information</i>)	
LUC E-mail Address	
Phone Number	

Please change my name as it appears in the records of Loyola University Chicago. I have presented the appropriate documentation to certify my new name.

Signature: _____

Date: _____

Questions? Please contact Human Resources: hr-wtc@luc.edu or (312) 915- 6175.