

Name / Address Change Form

Graduate and Professional Registrar

Instructions

- *Current APU Employees (full-time, part-time and temporary staff, faculty including adjuncts) **must** change their names through the Office of Human Resources. Please contact HR for assistance.*
- *Name change requests **must** be accompanied by a photocopy of official documentation. Official documentation is a marriage certificate, birth certificate, social security card, driver's license, or passport.*
- Address, phone, and email changes can also be made online via your Student Center account at home.apu.edu.

Student Information

Current Name _____ APU ID# (required) _____

Student Signature _____ Date _____

Address Change

Check all that apply: Home Address Mailing Address (if different from home) Diploma Mailing Address

Old Address _____ City _____ State _____ Zip _____

New Address _____ City _____ State _____ Zip _____

Phone Number Change

Old Home Phone (_____) _____ Old Cell Phone (_____) _____

New Home Phone (_____) _____ New Cell Phone (_____) _____

Email Change

To change your apu.edu email name, please contact the IMT Support Desk at support@apu.edu or 626-815-5050.

Old Email _____ New Email _____

Name Change

A copy of official documentation must accompany requests for a name change.

Official documentation: marriage certificate, birth certificate, social security card, driver's license, or passport.

Current APU Employees – See the Instructions section above for important information about name changes.

 Old Name _____
First Middle Last

 New Name _____
First Middle Last

Please make this name change on my recently filed Intent to Graduate form and diploma order.

Registrar Use Only

Completed by _____ Date _____

Form can be submitted by Mail, Fax, or PDF to Email

Mailing Address: Azusa Pacific University, Graduate Center, P.O. Box 7000, Azusa, CA 91702

• **Telephone:** (626) 815-4570 • **Fax:** (626) 815-4545 • **Email:** gpcregistrar@apu.edu