

## Student Change of Name

A student may request a change of name through CEAR for the following reasons (to include a clerical correction):

1. Marriage
2. Court Ordered
3. Birth Certificate
4. Passport

Name changes must be accompanied by a clear, legible copy of one of the above documents. The documentation with the new name must be submitted to CEAR for processing. CEAR will update your student file to reflect the name printed on the new document. It may take up to two weeks before your new name will be updated in all other systems and directories across campus.

If you are mailing the information in, please send it to:  
Registration and Records  
University of Oklahoma  
1700 Asp Avenue, B-1  
Norman, OK 73072

If you are emailing the information in as attachments, please submit your request to the appropriate specialist for assistance based on your last name:

### **Specialists (Last Name Alpha split)**

Jeff Roby (A-F) Ext. 1233---- [jeffroby@ou.edu](mailto:jeffroby@ou.edu)

Kristi Wilson (G-O) Ext. 6394---- [kjwilson@ou.edu](mailto:kjwilson@ou.edu)

Jan Plavchak (P-Z) Ext. 1231---- [jan-p@ou.edu](mailto:jan-p@ou.edu)