



Texas Christian University Policy

Policy Number: 3.000

Subject: Name Change

Effective Date: November 1, 1998

Revised: April 1, 2003

I. Purpose

Texas Christian University utilizes the Social Security card as the documentation to allow an individual to change his/her name of record at TCU.

II. Procedures

1. The Human Resources Office, Office of the Registrar, and the Office of Career Services are authorized to change an individual's name of record at TCU. A social security card bearing the new name must be presented to one of these offices.
2. The original documentation for all current or former students will be retained in the Office of the Registrar.
3. Name change documentation for employees who did not or do not attend the institution will be retained in the Human Resources Office.
4. A notification of changes in name of record at TCU will be transmitted from the authorizing office (Human Resources Office, Office of the Registrar, or Career Services) to each of the other offices.

III. Administrative Responsibility

The Human Resources Department and the Office of the Registrar are responsible for administering and interpreting this policy.