



Calendars

Registration

Classes & Grades

Transcripts & Records

Degree Conferral

Forms

Office of the Registrar > Forms > Name Change

Calendars

Registration

Classes & Grades

Transcripts & Records

Degree Conferral

Forms

Search

Search

Faculty & Staff

Contact Us

Name Change

Current and former students may need to update the name associated with their academic records. Typical name changes include marriage, divorce, naturalization and use of a variation of their name.

Important Information About Name Changes

ALL RECORDS WILL REFLECT THE NEW NAME

If a student needs to have their name changed, we must change all of their records to reflect the new name. Then, their UB financial records, academic transcripts and future diplomas will carry only that new name.

NAMES MUST BE ALPHABETIC CHARACTERS

Names must consist solely of alphabetic characters and cannot include symbols, numbers or special characters. This ensures consistent compatibility across all systems and records.





The student's name on the I-20 or DS-2019 form must match the name on their passport.

Registration

Classes & Grades

Read about name changes first

Transcripts & Records

⚠ Before completing this form, students should read the [Update Legal Name](#) page.

Degree Conferral

Forms Students who want to change their preferred / chosen name should read the [Preferred / Chosen Name](#) page.

Calendars

Registration

Classes & Grades

Subject to Academic Integrity Policy

Transcripts & Records

Statements and documentation submitted with this form fall under the university's academic integrity policy, and supplying false information or documents may result in sanctions, up to and including expulsion.

Degree Conferral

Forms

[> View Academic Integrity Policies](#)

Search

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**Fields marked with an asterisk * are required.*

Step 1

Last/Family Name*

Li

First Name*

Hon Ching

03/16/1998

Middle

MM/DD/YYYY

Email*

honspacching@gmail.com

Suffix (Jr., III, etc.)

Phone*

(646) 589-2769

UBPersonNumber*

We will use this number to contact you if we need additional information to locate your record.

50185646

If you do not know your UB person number please enter 99999999 to continue with the name change process.

Step 2: Your New Name

Date of Birth*





Office of the Registrar

Faculty & Staff

Contact Us

Calendars

Registration

Classes & Grades

Transcripts & Records

Degree Conferral

Forms

Calendars

Registration

Classes & Grades

Transcripts & Records

Degree Conferral

Forms

Search

Faculty & Staff

Contact Us

Please provide your new name as you want it recorded in your UB records.

Last/Family Name*

Li

First Name*

Hon

Middle

Ching

Suffix (Jr., III, etc.)

Step 3: Documentation

You must provide a legible copy of one of the following forms of acceptable documentation that clearly represents the change of name.

- Driver's license.
- Passport.
- Alien registration card.
- Marriage certificate.
- Divorce decree.
- Naturalization papers.
- Court approval of the name change.
- A notarized statement declaring variation of existing name: Example: "John V. Brown and J. Vernon Brown is one and the same person. For purposes of his academic records, he wishes to be known as J. Vernon Brown."

Upload your documentation.*



Maximum files uploaded

Max file size: 10 MB

us_passport_li.jpeg (2.61 MB)



The information provided on this form and the attached documentation represent accurate and legally acceptable proof of my name. Please change all of my records to reflect this name.

Student signature is required. Please indicate your preferred format.*

- ☒ Type name
- ☐ Sign using mouse





Office of the Registrar

[Faculty & Staff](#) [Contact Us](#)

[Calendars](#)

[Registration](#)

[Classes & Grades](#)

[Transcripts & Records](#)

[Degree Conferral](#)

[Forms](#)

[Calendars](#)

[Registration](#)

[Classes & Grades](#)

[Transcripts & Records](#)

[Degree Conferral](#)

[Forms](#)

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Hon Ching Li

Date*

11/11/2025

MM/DD/YYYY

Submit

