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Name Change

Current and former students may need to update the name associated with their academic records. Typical reasons for a name change 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 consistency and 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.

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Read about name changes first

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

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

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Subject to Academic Integrity Policy

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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.

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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*

hon.spaceching@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*





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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

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Hon Ching Li

Date*

11/11/2025

MM/DD/YYYY

Submit