



## Legal Name Change or Spelling Error Correction Request Form

### To be filled by Applicant:

1. Faculty/School/College: \_\_\_\_\_
2. Department/Specialization: \_\_\_\_\_
3. Current status (select one):    Graduated ☐    Active Student ☐    ID No: \_\_\_\_\_
4. Academic Year: \_\_\_\_\_ Year of Study/Year of Graduation: \_\_\_\_\_
5. Degree Program:    BSc ☐    MSc ☐    PhD ☐
6. Admission Classification:    Regular ☐    Extension ☐    Summer ☐    Distance ☐
7. Requested service for:    Legal Name Change ☐    Spelling Error ☐
8. Name to be changed/corrected:    First Name ☐    Father's Name ☐    G.Father's Name ☐
9. Reason for request: \_\_\_\_\_
10. Student's Name Information:

#### Old Name in English:

\_\_\_\_\_

First Name                      Father's Name                      G/Father's Name

#### Changed/Corrected/ Name in English:

\_\_\_\_\_

First Name                      Father's Name                      G/Father's Name

#### Changed/Corrected/ Name in Amharic (for Ethiopian only):

\_\_\_\_\_

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11. Court of law Organization (for name change): \_\_\_\_\_

Country: \_\_\_\_\_ City: \_\_\_\_\_

Court File Number/Letter Ref. No: \_\_\_\_\_ Date: \_\_\_\_\_

12. Applicant's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office use only:

Attached documents:

- ☐ Law Court Decision                      ☐ Service Fee Receipt  
☐ High School Certificate                      ☐ Diploma/Degree Certificate

Service issued by: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

