

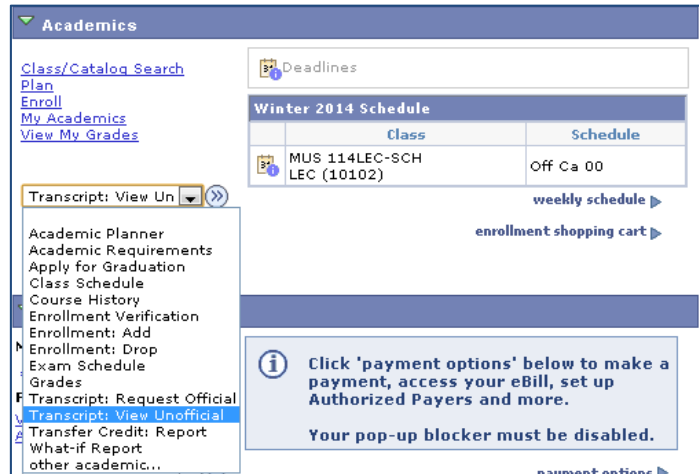


Verifying Your Name

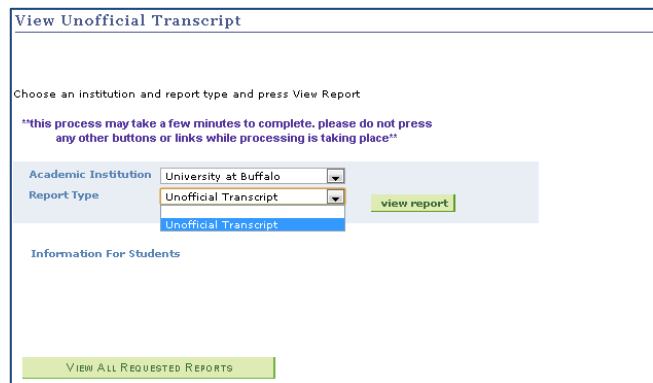
The University at Buffalo is required to file information regarding payments of qualified tuition and fees with the IRS, and your name in HUB should be the same as the name that is shown on the National ID or Social Security Number so that all students can receive IRS Form 1098-T, Tuition Payment Statement. As a result, it is important that the University have the correct name on file. This tutorial will instruct you on how you can view your name in HUB and what steps you can do to update your name so that it mirrors the name found on your National ID/Social Security card.

For the Primary Name type, your name should be the equivalent of what is displayed on your National ID/Social Security Card. To view what the University has officially on file as your name (including your middle name), you can view your unofficial transcript.

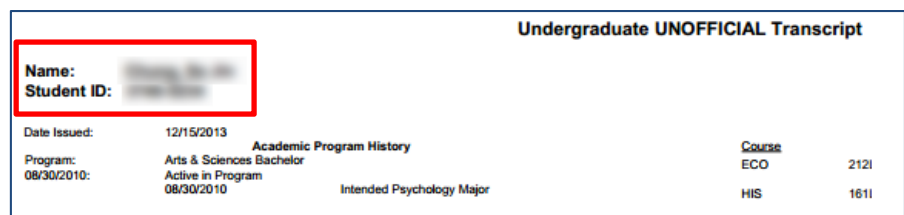
In the Academic group box, click on the other academic... pull down menu and click on **Transcript: View Unofficial**, then click the Go Button



You will next have to select the Report type by selecting, "Unofficial Transcript". Click "View Report" when you are done.



At this point, a new window with a PDF will open. This new window will have your unofficial transcript. Verify your full name, including middle name, at the top of the document.



If your name is not the same on your unofficial transcript as it is displayed on your National ID/Social Security Card, you'll need to complete the Student Name Change Form found at: <http://registrar.buffalo.edu/personalinfo/studentname.php>