

Request for Name Change

Student ID # _____

MUST bring any photo ID (with or without updated name/gender) when presenting this form if not presenting updated passport or government ID (see below).

Change of Legal Name or Legal Gender:

Please bring, in accordance with our name change/legal gender change policy, a certified copy of a court order, marriage certificate, or dissolution decree reflecting the new name in full; court order reflecting updated legal gender; or current passport or other government issued proof of identification reflecting the new name in full or updated legal gender. **School employees, including student workers, should report directly to Human Resources to change legal name. Do not use this form.**

Current legal name: _____
Last First Middle

New legal name: _____
Last First Middle

New legal gender: _____

Student Signature: _____ **Date:** _____

If desired, ITS can update your current email address to reflect your new legal or preferred name. Please keep in mind this will change your current sign-on information.

Update my email address Yes: No: Preferred or Legal name?: _____

Change of Preferred Name

A “preferred name” as it refers to our student information system is the name that prints on mailings, class rosters, and is displayed in Self-Service and D2L. All official documents, including transcripts and diplomas, will reflect your full legal name that is in our student information system at this time. Please present any photo ID when submitting this form, however, we do not need any other documents.

Current preferred name: _____
Last First Middle

New preferred name: _____
Last First Middle

Student/Employee Signature _____ **Date:** _____