



Registrar's Office Request for Usage of a Preferred First Name or Used Name

Directions: Complete this form, unsigned, and return in person with photo ID to Registrar's Office, SSC L157. All reasonable requests will be granted. This form will change the applicant's first name on all institutional documents and records other than official documents such as credentials and transcripts. Documents and records that may display a preferred or used name include, among others, course rosters, identification cards, email addresses, and honors, awards and prizes issued by the institution. Include hyphens, apostrophes, commas, periods and spaces. Other special symbols cannot be entered onto your records. Sign the form after presentation to personnel in the Registrar's office.

STUDENT PERSONAL INFORMATION

Student ID Number		Date of Birth	
Please indicate legal name as it appears now on college records.			
Legal First Name	Legal MI	Legal Last Name	
Please indicate preferred first name or used name.			
First Name	MI	Last Name	
Current Mailing Address			Apt. #
City			State Zip
Phone Number		Email	

REQUIRED

I affirm that I am the above named person and that the information presented is true.

Student Signature	Date
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OFFICE USE ONLY

Received and Verified By: _____ Date Received: _____

Type of Documentation: _____ Date Entered: _____

Student Folder/Records Change: _____ Notations: _____

Student Notified of Change: _____ Internal Notifications: _____

Comments: _____