



Preferred Name Change Form

IMPORTANT: Only a student's first name may be changed to a preferred name. A student's preferred name will be used on the class roster and their legal name will remain, and appear on all college records. *Please be advised that changing your preferred name is not the same as legally changing your name. If you have had a legal name change, please complete the "Legal Name Change" form and provide supporting legal documentation.*

Complete the following information (please provide your legal name as it currently appears on your student records):

Student Name: _____ **Student ID#:** _____
(Last) (First)

PREFERRED NAME

New Name (first name only): _____

Student Signature: _____ **Date:** _____

FOR OFFICE USE UPON RECEIPT

ID Verified: _____ Updated BIO (Chosen LFM): _____ Updated NAE (Preferred Name): _____

Instructor(s) Notified: _____ Canvas Notified: _____ Staff Initials: _____ Date: _____