



CHANGE OF NAME/ PREFERRED NAME REQUEST FORM

Student Name: _____ Student ID: _____

EMAIL ADDRESS: _____

Instructions: Print clearly. Choose one request: **Change My Legal Name** or **Request a Preferred First Name**. Submit the signed and completed form with the appropriate documentation to the Registrar’s Office.

I AM REQUESTING TO CHANGE MY LEGAL NAME.

Definition of legal name: “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name.

Documentation: Provide a copy of an official court or legal document that clearly shows both your old name and your new name. If your old name does not appear on the legal document, you must provide either a copy of your new Social Security card, new driver’s license or other legally issued identification card that has your new name.

FORMER LEGAL NAME: _____

NEW LEGAL NAME: _____

Reason for Name Change (check one):

- Correct error in spelling (attach one of the following documents: Birth Certificate, US Military ID, Passport, U.S. Resident Alien Card, State ID Card, or Social Security Card)
- Change due to marriage (attach Marriage Certificate; must include both old and new name)
- Change due to divorce (attach Divorce Decree; must include both old and new name)
- Legal change of name (attach Court Petition or U.S. Naturalization Certificate; must include both old and new name)

I AM REQUESTING A PREFERRED FIRST NAME.

LEGAL NAME: _____

PREFERRED FIRST NAME: _____

By signing below, I understand and agree to the following:

Preferred Name Policy - to support students who have a preferred name. Full policy available in the Student Catalog. This policy is limited to **first name** and not surname or family name. NWHSU will make every effort to display preferred first name to the University community where feasible and appropriate and make a good faith effort to update reports, documents, and systems.

Preferred name will appear on alumni office records, email address (*nwhealth.edu), online directory, class rosters, commencement programs, dean’s list, emergency contact lists, faculty advisee lists, library records, moodle, and student id card.

Northwestern Health Sciences University reserves the right to deny or remove, with or without notice, any preferred name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory name.

Legal name will still be used on certain records, including financial aid and billing records and communication, diploma, official and unofficial transcripts, paychecks and paystubs, registrar’s office records (i.e. permanent student file records), some official forms or correspondence from the university such as financial aid awards, new hire forms, etc, study abroad (i.e. travel documents, signature documents), time entry system (ADP), and transfer credit evaluation, which require use of an official name of record.

- Special characters are not possible at this time.
- Replacement fee charges may apply to issue a new ID card.
- Approved changes may take five to seven business days to take effect.

Changes to NWHSU username and/or email account can be made to the IT Help Desk, or email IT.

SIGNATURE: _____ **DATE:** _____

For Office Use Only - Entered By/Date _____