Preferred Name Change Form

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): ________________________________________________________________

**FOR OFFICE USE UPON RECEIPT**

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

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

**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.