



Name Change

Instructions

1. COMPLETE REQUIRED INFORMATION BELOW (required fields are noted with asterisk)
2. Submit the completed form to the Student Services Center, SS-1100, along with appropriate legal documentation reflecting the name change (see below for a list of acceptable forms).
3. Changes will take place within 1 business day unless otherwise noted. If you have questions regarding what your new username will be, contact the Help Desk at 465-2309. **Please note: If you select Friday for the name change to occur, the Help Desk will not be available to verify your username until Monday at 7:45 am.**

Current Info:

*First Name: _____ Middle Name: _____ *Last Name: _____

*Campus ID#: _____ *Phone Number: _____ *Campus Email: _____

New Info:

*First Name: _____ Middle Name: _____ *Last Name: _____

This name is a new:

Legal Name:

Preferred Name:

Do you want your email address to be based on your new name?

YES:

NO:

Canvas Access: If you currently use Canvas for your courses, you will temporarily lose access while your name change is processed. The outage is typically for 24 hours. If you would like us to wait to process your form, please indicate below which day of the week you prefer us to process on (M-F only).

Process Immediately

OR

Preferred day of week for processing: (Please Circle) Mon Tue Wed Thur Fri

***Legal Documentation:** Legal documentation such as a driver's license, state issued ID card, school ID card with photograph, alien registration card with photograph, military ID card, court ordered, or other type of legal paperwork is required to process **Legal Name Change**. The Registrar's Office will contact you if additional documentation is required to support the legal name change. Preferred name changes do not require such documentation

Signature _____ Date _____