



# Preferred Name Request Form

To request a preferred first name, please submit to the Office of the Registrar, Lee Hall, Student Services Suite, Second Floor. Documentation is not required. The Office of the Registrar will notify you once the change has occurred.

Visibility of the preferred name will appear in the following areas:

- ♦Class Roster
- ♦Mid-term Deficiencies
- ♦Final Grade Submission

Preferred names will never be used for official university student record purposes such as enrollment verifications, transcripts, financial aid, student accounts and other instances where the legal name is required. In order to change a legal name, students must provide the official document of the legal name change along with the Change of Name Request form to the Office of the Registrar, Lee Hall 2<sup>nd</sup> Floor, Student Services Suite. Please note any photocopies must be notarized.

Legal Name: \_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
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Preferred First: \_\_\_\_\_

First Name

Student ID: \_\_\_\_\_

Student Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UMW recognizes many students prefer a name other than their legal name to identify themselves. Please note: The preferred name will only be used solely for UMW’s internal systems. All external communications will continue to use your legal name.

*The preferred name can be changed no more than once an academic year. Inappropriate use of the preferred first name, including but not limited to misrepresentation or attempting to avoid legal obligations, may be cause for denying the request.*