 Office of the Registrar

PO Box 4103

Flagstaff, AZ 86011

928-523-5490

Fax: 928-523-1414

[Registrar.Enrollment@nau.edu](mailto:Registrar.Enrollment@nau.edu)

**Change of Name**

Please write clearly to avoid any delays in processing your request.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Name as it appears in LOUIE:** | | |  | | **Student ID #:** | |  |
| **Phone #:** |  | | | **Email:** | | @nau.edu | |
| **Check each box that applies:** | | Employee (Including Student workers)  Undergraduate Student  Graduate Student  New Incoming Student  Currently Enrolled  Applied for Graduation  Previously Enrolled  Dates Attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRC: \_\_\_\_\_\_\_\_ | | | | | |

I would like to:

**Change my Primary Name:**

If you are currently or have been an employee (including student workers) within the last calendar year, you **MUST** contact Human Resources to make changes to your Primary Name.

If you HAVE NOT been an employee within the last calendar year, you must attach a copy of your birth certificate, a driver’s license, a passport, visa, social security card, marriage license, divorce decree, a court order for a legal name change, or US tax ID card showing your legal name.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *My Primary Name should read as:* | | | | | |
| First: |  | Middle: |  | Last: |  |

**Change my Preferred Name:**

Current students can indicate a “preferred” (or chosen) first name, which is a name the student wishes to be commonly known as, if different from the student’s legal first name.  As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the person’s legal name on *Class Rosters, Grade Rosters, Course Management System (Blackboard), and the Online Directory.*  The student's legal name will remain unchanged in all other university related systems where the use of the legal name is required by university business or legal need.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *My Preferred Name should read as:* | | | | | |
| First: |  | Middle: |  | Last: |  |

**Change my Degree Name (this is what will appear on your diploma):**

Your Degree Name must be your legal name or a derivative of your legal name. To make changes, you must attach a copy of one of the following: birth certificate, a driver’s license, a passport, visa, social security card, marriage license, divorce decree, a court order for a legal name change, or US tax ID card showing your legal name.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *My Degree Name should read as:* | | | | | |
| First: |  | Middle: |  | Last: |  |

Submit this completed form and supporting documentation directly to the Registrar’s Office for processing.

**If documentation is not legible, we cannot process your request.**

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_