



Office of the Registrar
PO Box 4103
Flagstaff, AZ 86011
928-523-5490
Fax: 928-523-1414
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:

Processed By: Date