# Change of Name Form

**Academic Services**

This form is for students who would like to change their legal or preferred name.

## Legal Name Change Instructions:

- **Current students employed by the University** (including work study positions) must contact Payroll.
- **Current students, not employed by the University** should complete the information required below and submit this form (by mail, fax, email attachment, or in person) with one of the following documents:
  - Social security card, driver’s license, or passport with new name
  - Marriage certificate or official court documentation specifying name change

<table>
<thead>
<tr>
<th>Date:</th>
<th>UE ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change name from: (first, middle, last)</td>
<td></td>
</tr>
<tr>
<td>Change name to: (first, middle, last)</td>
<td></td>
</tr>
<tr>
<td>Reason for name change: (marriage, court order, etc.)</td>
<td>Gender change? If so, indicate legal gender:</td>
</tr>
</tbody>
</table>

**Student Signature:**

## Preferred Name Change Instructions:

(Students may use a preferred name for any reason, whether or not they have legally changed their name.)

- Choosing to use a preferred name will change the name that appears in the following areas:
  - Blackboard
  - E-mail name
  - Rosters (coming late spring 2017)
  - Advisee lists (coming late spring 2017)
- Using a preferred name will not affect the following University processes:
  - Financial aid
  - Student accounts (billing)
  - Transcript or other official verification of enrollment/degree
  - Student ID card

<table>
<thead>
<tr>
<th>Date:</th>
<th>UE ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student name: (first, middle, last)</td>
<td></td>
</tr>
<tr>
<td>Preferred name: (first, middle, last)</td>
<td></td>
</tr>
<tr>
<td>Preferred gender and pronoun:</td>
<td></td>
</tr>
<tr>
<td>○ female and she</td>
<td>○ male and he</td>
</tr>
</tbody>
</table>

**Student Signature:**

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**University of Evansville, Academic Services, 1800 Lincoln Avenue, Evansville, IN 47722**

**Email:** academicservices@evansville.edu  **Fax:** (812) 488-2609  **Phone:** (812) 488-2601

Office Use Only: Changed by________________ Date:________________ Documentation Attached Yes?____