



## Change of Preferred Name Form

A student's preferred name change will be reflected in online directory information, Canvas, class rosters, grade rosters, student services center in accesSPoint, and the degree audit. You may submit preferred first and middle name only. Please be advised that changing your first and/or middle name is not the same as legally changing your name through the courts. If you have a legal name change, complete the Change of Primary Name form and provide supporting legal documentation. Additionally, please be aware that changing your first name may change your campus logon and email address.

The following lists areas/documents where **Primary** name will appear despite having changed your preferred name:

- Financial Aid documents
- Student bill and other SF documents (1098t)
- Official and unofficial transcripts
- Enrollment verifications
- Payroll
- Immigration documents
- Health Services

Current name on file in accesSPoint

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

*Last Name*

*First Name*

*Middle Name*

First Name Change Request    Print New Name \_\_\_\_\_

Middle Name Change Request    Print New Middle Name \_\_\_\_\_

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

Return completed form to:

Office of the Registrar  
1108 Fremont St  
Student Services Center, Room 101  
Stevens Point, WI 54481

Fax: 715-346-2558

Office Use Only:	Date Processed	Initials
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