UNIVERSITY OF WISCONSIN WHITEWATER

For office use only:
Processed: _____

# NAME CHANGES

**Please print clearly.** *Required information

To ensure the security and privacy of your student records, the Registrar's Office requires official documentation of changes to your name, date of birth, and gender. You may deliver the required documents in person to the Registrar's Office, Roseman 2032 or email them to registrar@uww.edu. You will be asked to show a government-issued photo ID when you present your documents. **Please note** that you may make changes to your address, e-mail, and telephone numbers through WINS using your user ID and password.

| STUDENT NAME* | | |
|---|---|---|
| LAST / FAMILY / SURNAME(S) | FIRST / GIVEN NAME(S) | MIDDLE NAME(S) |
| | | |

| UW-WHITEWATER ID NUMBER* | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |

| DATE OF BIRTH* | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| MONTH (MM) | | DAY (DD) | | YEAR (YYYY) | | | |

| DAYTIME PHONE NUMBER* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

| E-MAIL ADDRESS* | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | @ |

Please indicate type of change and provide the required documentation (if necessary):

- ❑ **Legal (Primary) name change.** The following documentation is required:
  - **Two government-issued photo identifications** showing former legal name and new legal name. Acceptable documentation: passport or driver's license.

  **OR**
  - **Legal Documentation and a form of picture identification** with new legal name.
- ❑ **Preferred Name:** _____
  If you want your preferred name to reflect your legal name you must also check this box and write the name on the line provided. Students may choose to identify themselves within the university community with a preferred name on all college records that do not require a legal name. The preferred name will appear alongside or instead of the person's legal name in university-related systems and documents except where the legal name is required by university business or legal need, and where it is technically feasible.
  If you need your diploma name changed, please contact graduation@uww.edu directly to initiate change.
- ❑ **Name correction.** Government-issued photo identification showing correct legal name is required. Acceptable documentation: passport or driver's license.

| NEW / CORRECT LEGAL (PRIMARY) NAME |
|---|
| LAST / FAMILY / SURNAME(S) |
| FIRST / GIVEN NAME(S) |
| MIDDLENAME(S) |

| FORMER / INCORRECT LEGAL (PRIMARY) NAME |
|---|
| LAST / FAMILY / SURNAME(S) |
| FIRST / GIVEN NAME(S) |
| MIDDLENAME(S) |

**Additional Name Change updates outside of the Registrar's Office may be requested as noted below:**

- Campus Directory – University E-mail/Net ID – this must be done as a self-service request with ICIT http://www.uww.edu/Documents/icit/Policy%20Documents/Net-ID%20Change%20request%20form.pdf
- University identification cards will need to be requested by the student to have each reprinted (HawkCard, employee badges, etc.) at the HawkCard office.

*The University of Wisconsin – Whitewater may deny a request for a preferred name if the use of the student's legal name is necessary for educational or campus life services, to verify the identity of an individual, to provide services that may require the use of a legal name, or as otherwise required by law or policy. The University of Wisconsin – Whitewater may remove or deny the preferred name usage if the name is used in a derogatory or inappropriate manner by the student, including but not limited to, using foul or inappropriate language, names submitted to avoid legal obligation, and names used to create misrepresentation.*

By signing below, I confirm that the above information is true and correct and I accept full responsibility for submitting it to the University of Wisconsin – Whitewater Registrar's Office.

Student signature*_____ Date* _____

Only completed forms will be accepted/processed.

Updated 03/2020

Registrar's Office I Roseman Hall, Room 2032
800 West Main Street I Whitewater, WI 53190-1790
Registrar@uww.edu I P: 262-472-1570