
Preferred First and/or Middle Name Change Request

Student ID# _____

Legal Name

on record now: _____

First

Middle

Last

Preferred name request: _____

First

Middle

Are you currently registered?

Yes

No

A preferred name will appear in these common systems (list not comprehensive):

MySSU, Class and Grade Rosters

A preferred name will NOT appear in the following areas (list not comprehensive):

Unofficial Transcripts, Official Transcripts, Billing Records, Financial Aid Records

Please indicate if you would like our office to contact IT to request a change to your unique ID used with:

Email: _____

Network: _____

I wish to have a preferred name reflected on my records as indicated above:

Student Signature _____

Date _____