



# Printable Name Change Request Form

This form may be used to change your legal, campus, or preferred name. UIU reserves the right to reject inappropriate requests for campus or preferred names such as those including offensive or derogatory language. The use of a preferred or campus name cannot be used for misrepresentation or for illegal purposes. Employees who are also students should submit the electronic form available under Employee on myUIU.

Date: \_\_\_\_\_ ID Number (if known) or Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

My name currently appears in UIU’s records as:

Last Name	First Name	Middle Name	Suffix

### I am requesting to change my:

**Legal Name:** I have legally changed my name and have documentation of the change.

Last Name	First Name	Middle Name	Suffix

I have included documentation of my legal name change with this form. I understand my request cannot be processed without documentation. Acceptable documentation includes: A court order, government issued ID, passport, or social security card. Photocopies and scanned documents are accepted. Original copies sent by mail will not be returned.

**Campus Name:** I use a name other than my legal name except where it is required by law. I understand that if I choose this option, this is the name that will be used for University email, student ID card, class roster, and the uiuLearn classroom.

Last Name	First Name	Middle Name	Suffix

**Preferred First Name:** A nickname that I am sometimes called (e.g. Bill for William). I understand that if I choose this option instead of the campus name option, I may still generally be referred to by my legal name.

\_\_\_\_\_  
Preferred First Name

### Ways to return this form:

- **Option 1:** Save the completed form as a pdf or scan it and email it to [uiuregistrar@uiu.edu](mailto:uiuregistrar@uiu.edu). **Please do NOT email the form if you are attaching documentation that includes your Social Security Number.** A version of this form is also available on myUIU where you may securely submit documentation electronically.
- **Option 2:** Mail the form along with any required documentation to Registrar’s Office, Student Enrollment Center, Upper Iowa University, PO Box 1857, Fayette, IA 52142
- **Option 3:** Return the form in person at any UIU location.