



CHANGE OF NAME/PREFERRED NAME REQUEST FORM

UH ID/USERNAME: _____ PHONE: _____

EMAIL ADDRESS: _____

Instructions: Print clearly. Choose one request: **Change My Legal Name** or **Request a Preferred First Name**. Submit the signed and completed form with the appropriate documentation to your current UH Home Institution's Admissions & Records Office/Office of the Registrar.

☐ **I AM REQUESTING TO CHANGE MY LEGAL NAME.**

FORMER LEGAL NAME: _____
Last Name, First Name, Middle Name/Initial(s)

NEW LEGAL NAME: _____
Last Name, First Name, Middle Name/Initial(s)

Reason for Name Change (check one):

- ☐ Correct error in spelling (attach Birth Certificate, US Military ID, Passport, U.S. Resident Alien Card, State ID Card, or Social Security Card)
- ☐ Change due to marriage (attach Marriage Certificate)
- ☐ Change due to divorce (attach Divorce Decree)
- ☐ Legal change of name (attach Court Petition or U.S. Naturalization Certificate)

SIGNATURE: _____ DATE: _____

☐ **I AM REQUESTING A PREFERRED FIRST NAME.**

LEGAL NAME: _____
Last Name, First Name, Middle Name/Initial(s)

PREFERRED FIRST NAME: _____

By signing below, I understand and agree to the following:

Refer to EP 7.302 Preferred Name Policy - to support students who have a preferred name, such as Hawaiian name, an international name, or a name that is concurrent with their gender identity. This policy is limited to **first name** and not surname or family name. UH will make every effort to display preferred first name to the University community where feasible and appropriate and make a good faith effort to update reports, documents, and systems. Preferred name will appear on UH ID card, class roster, and directories such as Laulima, and STAR.

UH reserves the right to deny or remove, with or without notice, any preferred name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory name.

Legal name will still be used on certain records, including official transcripts, diplomas, paychecks, payroll records, enrollment verifications, medical records, financial aid documents and other records, which require use of an official name of record.

- Special Characters are not possible at this time.
- Replacement fee charges may apply to issue a new ID card.
- Approved changes may take five to seven business days to take effect.

Changes to UH username and/or UH email account can be made to the UH ITS Help Desk or call (808) 956-8883 (Oahu) or (1-800) 558-2669 (Neighbor Islands), or email help@hawaii.edu.

SIGNATURE: _____ DATE: _____