



Edgewood College
 Edgewood Central- DeRicci 210
 ECentral@edgewood.edu
 (P)608-663-4300 (F)608-663-3495

NAME: _____

ID #: _____

NAME CHANGE

Preferred Name Update

No documentation required. *Please note:* Defining a Preferred Name here will change the First Name that appears for you on Express and on lists obtained by faculty and advisors. It will not change your Edgewood email address nor your Edgewood student ID card. Such changes are not presently available; we are working to add them to this process.

From: _____ **To:** _____

SIGNATURE

DATE

Legal Name Change

- Documentation Required:
 - Legal ID or documentation referencing your new name. (Driver's license, birth certificate, passport, court or other legal document, etc.)

PHONE NUMBER (required for all legal name changes)

From: _____ **To:** _____

PREVIOUS SIGNATURE (required)

NEW SIGNATURE (required)

BIRTH NAME

DATE

OFFICE USE ONLY

The documentation presented to verify the student's new name is: _____

Documentation received in person? Yes, documentation inspected by institutionally authorized individual
 No, copy was mailed, emailed, or faxed.

I verify that I am an institutionally authorized individual, and have seen the documentation stated above.

 Signature

 Title

 Date

Submit to:

Edgewood College . Edgewood Central . 210 DeRicci Hall . 1000 Edgewood College Drive . Madison, WI 53711
 ECentral@edgewood.edu . Phone: (608) 663-4300 . Fax: (608) 663-3495