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

NAME: _____

ID #: _____

NAME CHANGE

Preferred Name Update

☐ **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

☐ **Legal Name Change:**

☐ I am a current student

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

☐ I am a former student

- No documentation required.

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