

**PREFERRED NAME REQUEST FORM**

This form is for currently enrolled students who wish to request a preferred first name. Only your first name may be changed to a preferred name and the preferred name can only include alphabetical characters (A-Z, a-z), a space, a hyphen (-), and/or an apostrophe (‘).

Once approved, a student’s preferred first name will appear in the following places: Class Roster, Grade Roster, Unofficial Transcript, Learning Management System (D2L), Degree Audit Reports (DARS), Campus Directory, Display Name for Email & Network ID, Ranger Card (if you choose to request a replacement card – preferred name will appear on the front with legal name on the back of the card).

**Return completed form to:**

Registrar’s Office

UW-Parkside

Wyllie Hall D189

900 Wood Road

Kenosha, WI 53141

Or you may scan/attach the completed form and email it to [Registrars.Office@uwp.edu](mailto:Registrars.Office@uwp.edu).

**Section 4: Legal Name Signature:** *My signature authorizes UWP to change my preferred name.*

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Remove Preferred Name:**

**\_\_\_\_\_** I wish to have my previously requested preferred name removed.

**Section 2: Preferred Name Request:**

**Preferred First Name** (please print clearly)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 1: Student Identification:**

**Student Name as it currently appears in UW-Parkside records (print legal name):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Name** **First Name** **Middle Initial**

**Student ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_