

# 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 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.