

WT WEST TEXAS A&M
UNIVERSITY™
OFFICE OF THE REGISTRAR

CHANGE OF STUDENT CHOSEN NAME FORM

Please read the information below before proceeding

- Are there limits/recommendations to the chosen name?
 - To avoid faculty/staff confusion it is recommended that the chosen name and/or pronoun not be updated more than once a semester. If you change a name mid-term, please know your faculty may be working off an old roster and may need to be notified.
 - In general, chosen name submissions that are not deemed offensive (e.g. derogatory, racist, profane) will be approved for system update.
 - The system cannot accommodate accent marks, umlauts, or other special name markings.
 - If it comes to light that the chosen name is being used to attempt fraud or avoid legal obligations, the chosen name will be removed.
- Will changing my chosen name affect my login information?

No. At this time, email, username, etc. information is not updated due to either chosen name change information.
- How will my chosen name not be used?

In general, the chosen name will not be used on anything that may be considered an official graduation document, legal document, and/or a document that may affect the student's funding (e.g. tied to money earned/taxes). The following list is not inclusive, but will provide an idea of where a legal name will be selected for use over the chosen name:

 - Transcripts
 - Degrees (Some employers/institutions will accept this as official documentation)
 - Scholarship/Financial Aid documents
 - National Student Clearinghouse or Other External Enrollment/Loan Identification Systems
 - Enrollment Verifications
 - Notarized documents

ID Number: _____

Legal Name: _____

Chosen First Name: _____

Chosen Middle Name (optional): _____

Chosen Last Name: _____

By signing below you acknowledge that you want to change your chosen name to the name provided above. Doing so will change the way your name is displayed on student email, Buff Portal, WT Class, and class rosters. You will still need to provide your legal name when requesting official documents or making changes to your account.

Student Signature: _____ Date: _____