

NAME CHANGES

Please print clearly. *Required information

To ensure the security and privacy of your student records, the Registrar's Office requires official documentation of changes to your name, date of birth, and gender. You may deliver the required documents in person to the Registrar's Office, through the mail, or fax them to 262-472-1370. If delivering in person, you will be asked to show a government-issued photo ID when you present your documents.

Registrar's Office | Roseman Hall, Room 2032
800 West Main Street
Whitewater, WI 53190-1790
registrar@uww.edu

Please note: You may make changes to your address, e-mail, and telephone numbers through WINS using your user ID and password.

STUDENT NAME (as currently shown in WINS)*													
LAST / FAMILY / SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)											
UW-WHITEWATER ID NUMBER*						DATE OF BIRTH*							
						MONTH (MM)	DAY (DD)	YEAR (YYYY)					
DAYTIME PHONE NUMBER*						E-MAIL ADDRESS*							
						@							

CHECK ALL BOXES THAT THIS NAME CHANGE APPLIES TO:

- Legal (Primary) Name Change:** The following documentation is **REQUIRED**:
- **Two government-issued photo identifications** showing former legal name and new legal name. Acceptable documentation: passport, driver's license, or state ID.
- OR**
- **Legal Documentation and a form of picture identification** with new legal name.
- Preferred Name:** If you want your preferred name to reflect your legal name you must also check this box. If you wish to update your preferred name to something other than your legal name you can do this by following these instructions: <https://www.uww.edu/registrar/wins/student-wins-how-tos#name-change/-correction---preferred>
- Diploma Name (if applicable)**

NEW / CORRECT LEGAL (PRIMARY) NAME*	FORMER / INCORRECT LEGAL (PRIMARY) NAME*
FIRST / GIVEN NAME(S)	FIRST / GIVEN NAME(S)
MIDDLE NAME(S)	MIDDLE NAME(S)
LAST / FAMILY / SURNAME(S)	LAST / FAMILY / SURNAME(S)

Please update my sex in WINS (Legal documentation showing new/correct sex is required)

Additional Name Change updates outside of the Registrar's Office may be requested as noted below:

- Campus Directory – University E-mail/Net ID – this must be done as a self-service request with [ITS](#) (Helpdesk)
- University identification cards will need to be requested by the student to have each reprinted (HawkCard, employee badges, etc.) at the HawkCard Office
- HRS names for employees can only be updated by HR

The University of Wisconsin – Whitewater may remove or deny the preferred name usage if the name is used in a derogatory or inappropriate manner by the student, including but not limited to, using foul or inappropriate language, names submitted to avoid legal obligation, and names used to create misrepresentation.

By signing below, I confirm that the above information is true and correct and I accept full responsibility for submitting it to the University of Wisconsin – Whitewater Registrar's Office.

Student Signature* _____ **Date*** _____