STUDENT CHANGE OF NAME FORM
FOR PRIMARY OR PREFERRED NAME

Instructions:
1. Print and complete the entire form.
2. **THIS FORM IS FOR STUDENT USE ONLY!** If you are an NAU employee (including student employees), or have been an NAU employee within the last calendar year, please contact Human Resources at 928-523-2223 regarding a name change.
3. Submit the completed form with a copy of one of the following: marriage license, driver’s license, social security card, divorce decree, court order for a legal name change, birth certificate, U.S. military identification, passport, visa, or U.S. taxpayer identification card (TIN). If documentation is illegible, we cannot process your request.
4. Submit the form and documentation in person at Registrar’s windows in the Gammage Building #1 Lobby, fax to 928-523-1414, scan and email it to Registrar.Enrollment@nau.edu, or mail to: NAU Office of the Registrar, Box 4103, Flagstaff, AZ 86011-4103.

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<thead>
<tr>
<th>Status:</th>
<th>(Check each box that applies)</th>
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<tbody>
<tr>
<td></td>
<td>☐ Currently Enrolled  ☐ New Incoming Student  ☐ Applied for Graduation  ☐ Previously Enrolled</td>
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<thead>
<tr>
<th>Student I.D. #</th>
<th>Date of Birth</th>
<th>Student Signature (Required)</th>
<th>Date</th>
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**Primary Name:**

**Primary Name as it currently appears on NAU records:** Last, First, Middle

**Primary Name change as it should read on NAU records:** Last, First, Middle

**Preferred Name:**

**Preferred Name as it currently appears on NAU records:** Last, First, Middle

**Preferred Name change as it should read on NAU records:** Last, First, Middle

The Preferred Name can be the same as the primary name or a “logical derivative” of the Primary Name. For example, Daniel Frederick Smith might have a preferred name of ‘Dan Smith,’ ‘Fred Smith’, or ‘Danny Smith’ but not ‘Billy Smith’

If you have any questions regarding this form or supporting documentation, please contact our office at 928-523-5490.