

## **Preferred Name Change**

### ***Frequently Asked Questions***

#### **Do I need to enter a preferred name?**

No. Preferred name is a service for students who wish to be known by a name other than their primary/legal name. If you regularly use your primary/legal name, there is no need to indicate a preferred name. Requests for preferred names that match your primary/legal name will not be processed.

#### **Will my preferred name appear in the UW Directory?**

Yes, the online directory will pull your preferred name. If you do not have a preferred name then it will pull your primary/legal name. Since names are directory information, your preferred name may be released to the public. If you have given third party access to your account, that person(s) will see your preferred name.

#### **Can I use my preferred name for the Dean's List/Honor Roll publications that are posted online?**

Yes. Please contact Trevor Clementi [Clementt@uwosh.edu](mailto:Clementt@uwosh.edu) in University Marketing and Communications.

#### **Can I make my preferred name whatever I want?**

Preferred names are limited to alphabetical characters, a space or hyphen (-). Your preferred name will appear as it's entered on the request form.

You are not allowed to enter a preferred name for purposes of misrepresentation or fraud. Such attempts may also violate the UWS Student Nonacademic Misconduct Chapter 17.09.09, 17.09.10, and/or 17.09.11.

The Registrar's Office will review all preferred name requests and consult other campus offices as needed and appropriate.

#### **Is preferred name available for instructors or staff?**

Not at this time.

#### **How long will it take for my preferred name to start appearing in campus systems?**

Typically, preferred name requests will be processed within 1-3 business days of submission. Once processed, the preferred name will immediately appear in TitanWeb, while there may be a delay of 1-3 additional business days for other campus systems.

#### **Will my preferred name appear on my Titan Card (student ID card)?**

Yes but you will need to initiate this change. Print out a copy of the *Names* page in TitanWeb that shows your preferred name. To access this, login to TitanWeb and scroll down to **Personal Information**, click on the *Names* link and print the *Names* page. Bring the copy to the TitanCard Office along with your old TitanCard. Your preferred name will appear on the front of the card and your legal name will appear on the back of the card.

#### **Is my preferred name reflected in my NetID?**

No. Your NetID (the part of your UWO email address that comes before the "@") is based on your primary/legal name and cannot be changed. If you would like to change the name associated with your email address to your preferred name, please check the following link about changing your name in

### **How many times can I change my preferred name?**

Indicating a preferred name can have ripple effects throughout your day-to-day experiences. Changing your preferred name more than once can lead to confusion regarding your identity, challenges in customer service, and/or the interruption of your ability to access some University systems.

### **Why am I not allowed to indicate a preferred last name?**

To ensure that instructors and other staff are able to appropriately identify you for class attendance, grading, and other university purposes, your primary/legal last name will always appear in conjunction with a preferred first and/or middle name. Last name changes can only be changed through a legal name change.

### **How does my preferred name affect my F-1 and J-1 visa status?**

Your preferred name (also known as your “nickname” or perhaps even your “English name”), if you have one, is for use within the university community. International students may feel free to select a preferred name for on-campus use. However, you may not use your preferred name when a legal name is required. For example, for the purpose of F-1 or J-1 student visa status, the legal name must be used on I-20s and DS-2019s. An individual’s legal name is what appears in the passport.

### **How do I update my primary/legal name at UW Oshkosh?**

You can change the name that appears on your academic record by filling out a Name Change Form online: [http://www.uwosh.edu/registrar/for-students/forms-1/pdfs/change\\_of\\_name\\_form\\_march\\_2013.pdf](http://www.uwosh.edu/registrar/for-students/forms-1/pdfs/change_of_name_form_march_2013.pdf)), or at the Registrar’s Office, Dempsey Hall 130. Your completed form must be accompanied by a form of documentation showing your new name (i.e., marriage certificate or court order) and a photo ID.

### **How do I delete my preferred name?**

You will need to complete a new Preferred Name Change form indicating removal of your preferred name.

### **What happens if someone enters an inappropriate preferred name?**

You are not allowed to enter a preferred name for purposes of misrepresentation or fraud. Such attempts may also violate the UWS Student Nonacademic Misconduct Chapter 17.09.09, 17.09.10, and/or 17.09.11.