



Preferred Name Change Form

This form is for currently enrolled students to file a preferred name change. Only first and middle names may be changed to a preferred name. Please be advised that changing your name using this form is **not** the same as legally changing your name through the courts. If you have a legal name change, please complete the “Change of Name” form (<http://www.uwosh.edu/registrar/for-students/forms-1/pdfs/Change-of-Name-Form>) and provide supporting legal documentation.

A student’s preferred name will automatically appear in the following places:

- Online University Directory
- Student Center
- Class Roster
- Canvas
- TitanCard-To get a new TitanCard 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.

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. A student’s primary name will still remain on all official documentation.

**Complete the form and save it
and Attach it to an email**

OR

Send/bring to:

UW Oshkosh Registrar’s Office

Dempsey Hall 130

800 Algoma Blvd.

Oshkosh, WI 54901

OR

Scan it and email it to:

jaekes@uwosh.edu

Name as it currently appears in TitanWeb

Last Name _____

First Name _____

Middle Name _____

Student ID _____ Date of Birth _____

mm/dd/yyyy

Preferred Name Change

First Name (NEW) _____ *Middle Name (NEW)* _____

My signature authorizes UW Oshkosh to change my preferred name. Check your Student Center 24-48 hours after submission of form to verify your preferred name is processed.

Student Signature

Date: mm/dd/yyyy