



## Preferred Name Change Request

This form is for currently enrolled students to request a preferred name change. Only **first name** may be changed to a preferred name. If you need to change your **Legal Name**, please use the **Personal Identification Data Change Form** and provide the necessary documentation.

Western Nevada College recognizes that many of its students use a name other than their legal name, and the College will permit any student who wishes, to choose to identify themselves with a preferred name in addition to their legal name. If a student wishes to use a preferred name, this name will be displayed in the myWNC student center and on class rosters.

WNC will continue to use legal name when necessitated by college business or legal requirement, **and on official and unofficial transcripts.**

A student who wishes to use a preferred name should be aware of the possibility that if they are requested to show official ID to be admitted to take an exam, **if the legal name on the student's official ID is not the same as the preferred name on the class roster, the student may not be admitted to the exam area.**

Legal Name \_\_\_\_\_ NSHE-ID \_\_\_\_\_  
First Name Last Name

**Add:**

Preferred First Name \_\_\_\_\_

This addition of preferred name is due to (**optional**):

- I use a nickname or variant of my first name that better reflects my personal identity
- I use a professional name
- I use a name that better represents my gender identity
- Other \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*Western Nevada College reserves the right to deny a request to include a preferred name if the request is fraudulent, carries connotations offensive to good taste and decency, or violates the Board Policy Manual, College Regulations, and/or the Student Code of Conduct. In addition the student accepts any financial obligations at Western Nevada College under either legal or preferred name.*

For office use only: Processed \_\_\_\_ By: \_\_\_\_\_  
 Not processed: \_\_\_\_ Reason \_\_\_\_\_ By: \_\_\_\_\_