



## Request for a Change of Name – Legal/Preferred and/or Preferred Gender Marker

Official Name (please print)

Student ID Number

Date

Student's Email Address

Please check the appropriate box and complete the information requested.

☐ **LEGAL NAME CHANGE:**

Legal documentation such as a court order, marriage license, permanent driver's license, or divorce decree indicating your name change **must** accompany this request.

**FORMER LEGAL NAME:**

Last First Middle

**NEW LEGAL NAME:**

Last First Middle

Note: Your New Legal Name **must exactly match** the legal documentation you provide us with the exception of your middle name, which may be an initial, if desired. If the name you request does not match the legal documentation you provide, the request will be denied.

Your legal name will be used for all official Dallas College records including but not limited to financial aid documents, official transcripts, diplomas, payroll records, and federal immigration documents.

Submit legal name change or gender marker change documentation to the campus of your choice. The Preferred/ change of name form, can be submitted either in person at your local campus or by sending it by email to [Admissions@dallascollege.edu](mailto:Admissions@dallascollege.edu)

☐ **PREFERRED NAME CHANGE:**

Current students may indicate a "preferred" (or chosen) first name, which is the name the student wishes to be commonly known as, if different from the student's legal name. This name will appear on class rosters and in eCampus only at this time. The student's legal name will remain unchanged in all other college related systems where the use of legal name is required. Preferred name change requests are subject to approval by the Office of Records and Assessment. This process is not intended to be used for purposes of misrepresentation or fraud. Repeated requests will not be entertained.

**LEGAL NAME:**

Last First Middle

**REQUESTED PREFERRED FIRST NAME:**

Last (cannot change) Preferred First Name

☐ **PREFERRED GENDER MARKER:**

(Note: Unless your sex/gender has already been changed on legal documents at the state level, you may experience difficulties with receiving financial aid if the information on your financial aid records does not match your official Dallas College record)

☐ M ☐ F ☐ Choose not to disclose

Gender markers within our current software systems are limited to binary (M/F) choices only at this time. We are working to include other options in the future.

STUDENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

RECEIVED/PROCESSED BY \_\_\_\_\_ (Campus)