Preferred Name Change Request

Office of the Registrar
Raker Student Success Center | RSS 166
1300 Nevada State Dr., Bldg E
Henderson, NV 89002
Phone: 702-992-2110
Email: registrar@nsc.edu

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 Update Personal Information e-form and provide the necessary documentation.

Nevada State 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 myNSC student center, on class rosters and canvas.

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

Nevada State 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 Student Code of Conduct. In addition, the student accepts any financial obligations at Nevada State College under either legal or preferred name.

Legal name: _____ NSHE ID:_____
First Name Last Name

- Photo identification is required when submitting this form.

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:_____ Email:_____

OFFICE OF THE REGISTRAR USE ONLY
ID Verified by: _____
Processed by: _____
Date: _____