



University of Western States acknowledges that students and employees may change their legal name or wish to use a first name other than their legal name.

When requested, the university displays a chosen first name across university systems, except where use of the legal first name is required by university business or legal need. Use of the legal last name is required in all systems.

The university maintains a record of previously used names in the student information system and/or the human resources information system.

In some cases, an updated legal name or a chosen first name may not be reflected in all university systems until a term break occurs, to avoid confusion or unintended consequences related to system access.

Legal Name Change

Documentation is required to change the legal name in university systems. For examples of appropriate documentation see the section of this policy titled Documentation Requirements for a Legal Name Change.

Students may request a legal name change and submit appropriate documentation in the Student Gateway under Personal Information. Employees must submit their request along with appropriate documentation in Workday.

A returning student or employee whose legal name changed while they were formally separated from the university (e.g., their name changed following graduation or leaving a position) must complete a name change upon return to the university to prevent duplicate and/or inaccurate records.

Documentation Requirements for a Legal Name Change

Appropriate legal documentation is required to change the legal name in university systems.

Federal financial aid dispersal may be interrupted if the student's name does not match what is listed on their social security card.

Acceptable supporting documentation includes:

1. Unexpired Government-issued identification card
2. Birth Certificate
3. Marriage License
4. Divorce Decree
5. Court Order
6. Social Security card/New Taxpayer ID Number card (required for SSN changes)
7. Certificate of Naturalization, U.S. Passport, Certificate of U.S. Citizenship (required for a change in citizenship status to U.S. citizen)



Students may contact the [office of the registrar](#) with questions about acceptable documentation. The office of the registrar is responsible for verifying documentation for legal name changes for students.

Employees must submit a legal document that shows a legal name change has been completed. Employees may contact the [office of human resources](#) with questions.

The office of human resources is responsible for verifying documentation for legal name changes for employees.

Request to Display a Chosen First Name

Students and employees may request that the university display a chosen first name in university systems wherever a legal first name is not required. The option to display a chosen first name is available only in selected systems and for some kinds of records. In some systems, both the legal first name and a chosen first name may be displayed.

A chosen first name may only be displayed in university systems or records when both the legal name and the chosen name are recorded in the student information system and/or the human resources information system. Students can request to display a chosen name in the Student Gateway under Personal Information.. Employees must request changes to their preferred name in Workday..

A chosen first name is not displayed in university systems if the name:

- Contains non-alpha characters;
- Contains offensive, derogatory, discriminatory, or inappropriate language; and/or
- Is used for the purpose of misrepresentation.

A chosen first name may be displayed in some systems/record types. In some cases, both the legal first name and the chosen first name are displayed.

A chosen first name cannot be displayed in the following systems/record types. The legal name is required in these systems/records.

- Academic records (e.g., transcripts, diploma, degree verification, testing platforms)
- Federal- or state-required reporting (e.g., enrollment reports)
- Financial and payroll records (e.g., student account statements, tax documents, federal financial aid documents)
- International student documentation (e.g., SEVIS records, VISA and immigration documents)
- Patient-care records (e.g., electronic health records)

Misrepresentation Prohibited

Misrepresentation is prohibited by [Policy 9001 Student Conduct](#) and considered inappropriate conduct as defined by the [Employee Handbook](#).



Questions

For more information, employees may refer to the [Employee Handbook](#) or contact the office of human resources at hr@uws.edu. Students may contact the office of the registrar at registrar@uws.edu.

Related Documents:

[Employee Handbook](#)
[Policy 1231 Student Record Retention and Disposal](#)
[Policy 9001 Student Conduct](#)

Keywords: chosen first name, display name, legal name, name change, preferred name