

**NAME CHANGE REQUEST**

Contact Human Resources at (608)785-8013 if you have questions on completing this form.  
*Please allow 5-10 working days for processing.*

Employee Information	
Employee CURRENT legal name:	
Employee ID #:	Email address:

Name Change Information
Your legal name must match your new Social Security Card. A copy of your new Social Security Card must accompany this completed form (do not email).
<b>NEW LEGAL FIRST NAME:</b>
<b>NEW LEGAL MIDDLE NAME:</b>
<b>NEW LEGAL LAST NAME:</b>

Preferred Name Request
UWL recognizes that many of its students, faculty and staff may use names other than their legal names to identify themselves. It is the policy of the University of Wisconsin-La Crosse that any faculty, staff, or student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. In addition, any faculty or staff member may choose to identify themselves within the university community with a preferred surname (last name). Students must legally change their surnames in order for a different surname to appear in UWL-related systems. As long as the use of preferred names are not for the purpose of misrepresentation, they will appear instead of the person's legal names in UWL related systems and documents except where the use of the legal name is required by university business or legal need.
<small>Preferred name can be first, middle, last or a combination and must adhere to database character standards used by university systems. Characters limitations are 30 for each first, last and middle name. Although employees are generally free to determine the preferred names by which they wish to be known, UW-La Crosse reserves the right to deny a preferred name request.</small>
<input type="checkbox"/> <b>Change NETID and EMAIL account to match preferred name**</b>
<i>**Example: Beth Jones' legal name is Elizabeth Jones. Her UW-La Crosse email address was created as ejones@uwlax.edu. Beth wants her preferred name changed to Beth Jones, but also wants her NetID and email address changed to bjones@uwlax.edu (NetID would change to bjones). In this case, Beth would check the box above to request a change to NetID and Email. If Beth does not check the box for this change, her email and NetID will remain ejones@uwlax.edu.</i>
<b>PREFERRED FIRST NAME:</b>
<b>PREFERRED MIDDLE NAME:</b>
<b>PREFERRED LAST NAME:</b>

HR will send notification of your new email/net ID when the name change is complete.

**\*\*\*Insurance/Benefit providers will be notified of your new legal name.\*\*\***

*You are responsible for communicating the change to your colleagues, students, etc....*

*Email received at the old email address will be forwarded to the new email address for perpetuity.*

<b>Employee Signature</b>	<b>Date</b>
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Human Resources (Initial & Date)						
HRS	WINGS	SS Card Copy	ITS ticket	Email to HR	I-9 Update	File Maintenance