

Student Chosen Name Change Form

Texas Tech University strives to provide an inclusive educational environment for all students. The university recognizes the importance of affording students with the opportunity to designate a chosen first name where possible. However, in certain circumstances and within some official documents, legal name designations may be required by law or university policy (e.g., transcripts, financial aid records, payroll). The *chosen first name* will be the sole first name used for professional communication and identification purposes. Legal first and/or last names cannot be updated via this form. Please see Student Legal Name/Identification Correction Form for legal name changes.

Instructions

Please complete the appropriate fields within the Information and Certification sections below and submit the completed form to the TTU Office of the Registrar.

Mailing Address: Texas Tech University, Office of the Registrar, PO Box 45015, Lubbock TX 79409
Email: registrar@ttu.edu **Office Location:** West Hall, Room 103 **Fax:** 806.742.0355

Student Information (Required)

R Number:

Legal First Name:

Legal Last Name:

Chosen First Name Designation

NOTE: This form is required for *chosen* first name changes and should not be used for *preferred* first name (i.e., nickname) designations. The *preferred* first name can be updated via Raiderlink (My Personal Information) and is used for shortened legal name/nickname purposes. *Preferred* first name designations are only necessary if the *preferred* first name differs from the *chosen* first name.

Chosen First Name:

Certification (Required)

I, _____ [Print Full Legal Name] certify that I fully understand the above purpose of this Student Chosen Name Change Form and the expectations outlined herein. I understand that a chosen first name is defined as the sole first name that will be used for professional university purposes. Furthermore, I confirm that I am not designating a new chosen first name to avoid any legal obligation or to otherwise misrepresent myself.

Student Signature (Full Legal Name): _____ **Date:** _____

Important Information Regarding Student Chosen Name Changes

The chosen first name will be reflected within the following areas:

- Raiderlink/MyTech
- Class Rosters
- Blackboard

The student record will have a transcript hold in place to ensure the legal name is reflected on the Official Transcript. This may result in a short delay in fulfilling transcript requests, but will not prevent the release of a transcript.

Once the chosen first name has been updated within the Student Information System, other university systems may require 1-2 business days for the change to be reflected.

Given that the university utilizes multiple complex information technology systems, some accommodations may not yet be feasible. Chosen first name changes will result in updates within as many systems as possible.

Legal name changes may be requested, but require legal documentation. Please see the Student Legal Name/Identification Correction Form for legal name changes.

An updated University ID/Raider Card may be requested via the University ID Office.

Information regarding eRaider username changes and TTU email address changes is available through IT Help Central (806-742-HELP).

Given required application of legal names on payroll documents, students employed by the university wishing to designate a chosen first name may be unable to do so across all above-mentioned systems affected by this process.