



Hamilton

Chosen Name Request Form

This form is for currently enrolled students to file a chosen name change. Only first name may be changed to a chosen name. Please be advised that requesting a chosen first name is not the same as legally changing your name through the courts. If you have a legal name change, please provide supporting legal documentation.

Instructions:

1. Fill out the form clearly and completely.
2. Sign and date the request
3. Submit completed form to the Registrar's Office, Elihu Root House

Legal Name:_____ **Last Name**_____ **First Name**_____ **Middle****Identification Number:** _____**Date of Birth:** _____**I request that the following name be recorded as my Chosen First Name* in the College System:**

*Please initial here _____ to indicate that you have read and understand the following:

While Hamilton College recognizes the importance that a chosen name has to members of the College community, a chosen name is not a legal name. For this purpose, Hamilton College community members may identify a chosen name to be recorded in the College systems. Documents and records that may display a chosen name include, course rosters, student identification cards, Hamilton College email address, and other documents issued by the College. A chosen name will not be reflected on, among other things, a student's official academic record, diploma or transcript or employee official records. To change the name that is displayed/reflected on official academic record, diploma or transcript, students must contact the Registrar's Office. Official and legal name changes require specific documentation. A student's legal name will still remain and appear on all college records.

Signature: _____**Date:** _____