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:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
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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: ___________________

September 2016  Registrar’s Office