



Name Update

University of Wisconsin Green Bay
Student Services Center (SS1100)
2420 Nicolet Dr
Green Bay, WI 54311
Phone: 920-465-2111
Fax: 920-465-2765
Email: ssc@uwgb.edu

Instructions

1. COMPLETE REQUIRED INFORMATION BELOW (required fields are noted with asterisk)
2. Submit the completed form to the Student Services Center, SS-1100, Green Bay Campus. If updating a legal name, please include documentation reflecting the name change (see below for a list of acceptable forms).
3. Changes will take place within 3 business days unless otherwise noted. If you have questions regarding a new username, contact the UW-Green Bay IT Service Desk at (920) 465-2309 or GBIT@uwgb.edu. **Please note: The UW-Green Bay IT Service Desk (www.uwgb.edu/it/get-tech-help/) is open Monday-Thursday from 7:45am-6:30pm and Friday from 7:45am-4:30pm.**

Current Info:

*First Name: _____ Middle Name: _____ *Last Name: _____

*Campus ID#: _____ *Phone Number: _____ *UWGB Student Email Address: _____
(7-digit ID OR 9-digit Campus ID)

New Info:

*First Name: _____ Middle Name: _____ *Last Name: _____

Change my:

Legal Name

A change to the legal name will result in a preferred name change unless otherwise specified:

Do NOT change my preferred name

Change my:

Preferred Name ONLY

No documentation must be submitted for a preferred name update.

If you are changing your legal name, would you like your email address to reflect your name change?

YES:

NO:

Canvas Access: If you currently use Canvas for your courses, you will temporarily lose access while your name change is processed. The outage is typically for 24 hours. If you would like us to wait to process your form, please indicate below which day of the week you prefer us to process on (**M-F only**).

Process Immediately

OR

Preferred day of week for processing: (Please Circle) Mon Tue Wed Thur Fri

***Legal Documentation:** Legal documentation such as a driver's license, state issued ID card, school ID card with photograph, alien registration card with photograph, military ID card, court order, or other type of legal paperwork showing the change is required to process **Legal Name Updates**. The Registrar's Office will contact you if additional documentation is required to support the legal name change. **Preferred name changes do not require such documentation.**

Signature _____ Date _____