

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
- and the 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:		.oopin und i riduy irom 7.4ouin	-4.00pm.				
"Campus ID#: (r-digit ID OR 8-digit Campus ID) New Info: "First Name: Middle Name: "Last Name: "A change to the legal name will result in a preferred name change unless otherwise specified: Do NOT change my preferred name Do NOT change my preferred name	Current Info:						
New Info: *First Name: Middle Name: *Last Name: Change my: Legal Name	*First Name:	Middle Nan	ne:		*Last N	Name:	
*First Name: Middle Name: *Last Name: Change my: Legal Name				*UWGE	3 Student	Email Address:	
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.	New Info:						
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