

B-S-ADMIN
Send to Dean of Students Office
 Processed by: _____
 IT Request Sent: _____
 SPACMNT: _____

Preferred/Chosen First Name Change Request



If you are an NWACC employee, you must contact Human Resources for all information changes.

NWACC recognizes that students may wish to use a name other than their legal first name. When requested, the college will use a preferred first name on certain documents and most online information sources. The student’s legal name will remain on their permanent records, including but not limited to: academic, employment, and tax records. Students may not designate a preferred last name. Students may file a legal name change by completing the Change of Information Form and providing the required documentation.

This request will change your first name in the following locations:

- NWACC email display name. (Email address will remain the same)
- Success Planner
- Blackboard
- Class Rosters

Legal Name: _____

Date of Birth: _____

Student ID or SSN: _____

Phone: _____

NWACC Email: _____

Preferred/Chosen First Name: _____

By signing below I am verifying that I have read the information above and understand the uses of the legal name and preferred first name. I understand the use of a preferred first name can be denied at the discretion of college administration if deemed inappropriate. Any student found to have abused this service for the purposes of fraudulent representation may be subject to a student conduct investigation.

Student Signature: _____ **Date:** _____

(Proof of identification must be provided at time of submission. If mailing include copy of valid photo ID.)

Mail Form and Documents to: Student Records Office, One College Drive, Bentonville, AR 72712
 Turn in at: Enrollment Support Center located on the 2nd floor of the Student Center or at the Washington County Center.
 Upload the document to: <https://api.nwacc.edu/lss/finaid/filedropbox/> (You must have My NWACC Connection login.)