



Change of Name / Chosen Name Request Form

Records and Registration Office

Phone: 815-921-4250 Fax: 815-921-4269

RVC-Records@rockvalleycollege.edu

Student ID#: _____ PHONE: _____

Instructions: **Print clearly.** Choose one request: **(A) Change My Legal Name** or **(B) Request a Chosen First/Middle Name.** Submit this completed and signed form with appropriate documentation to the Records & Registration Office, 2nd floor, SC.

(A) ☐ I AM REQUESTING TO CHANGE MY LEGAL NAME.

(Must attach any of the following: Birth Certificate, US Military ID, Passport, U.S. Resident Alien Card, State ID Card, Driver's License or Social Security Card, Marriage Certificate, Divorce Decree, or Court Petition or U.S. Naturalization Certificate)

FORMER LEGAL NAME:

First Name Middle Name or Initial Last Name

NEW LEGAL NAME:

First Name Middle Name or Initial Last Name

SIGNATURE: _____ DATE: _____

OR

(B) ☐ I AM REQUESTING A CHOSEN/PREFERRED FIRST NAME and/or MIDDLE NAME.

LEGAL NAME:

First Name Middle Name Last Name

CHOSEN/PREFERRED FIRST and/or MIDDLE NAME:

First Name Middle Name

To encourage a more open and welcoming campus community environment, Rock Valley College has established a process whereby any community member has the option to use a preferred/chosen first and/or middle name on campus wherever possible. We strive to have this name appear wherever a legal name is not necessary. A chosen/preferred name must be appropriate and cannot be an attempt at misrepresentation or fraud. Inappropriate use of a preferred name (including, but not limited to, avoiding a legal obligation or misrepresentation) can be cause for denial or removal of existing preferred name.

Legal name will still be used on certain records, including official transcripts, paychecks, payroll records, enrollment verifications, medical records, financial aid documents, President's List, Dean's List, Graduation Program, and other records, which require use of an official name of record.

- > Special Characters are not possible at this time
- > Replacement fee charges may apply to issue a new Student ID card.
- > Approved changes may take five to seven business days to take effect.

- ☐
- ☐

I do work at RVC

I have worked for RVC previously as:

Student Worker, Full-Time, Part-Time, Grant-Funded Position, Community Education Position, or Temporary

SIGNATURE: _____ DATE: _____