

## Preferred Name Request Form

West Virginia University is committed to inclusion and recognizes that students may need to use a preferred name to identify themselves comfortably. Please note that although WVU recognizes the importance, in many instances, of using preferred name, your legal name will continue to be necessary for University business including, but not limited to: official documents, transcripts, diplomas, verifications and legal needs. Students who use a preferred name should always be prepared to provide legal name identification when needed.

At present, only the First name is permitted to be updated with the Preferred Name Request Form. Any Last Name and Middle Name or additional changes of personal information other than a preferred First name must be submitted by completing the Request to Change Personal Information Form with required supporting official documentation. Please note, it may be your preference to only use your middle initial instead of the full middle name. If that is your choice, please indicate that in the Legal Middle Name field.

**DISCLAIMER: Currently the only place your preferred name will be reflected once updated is on your DegreeWorks audit.**

Please fill out this form clearly and completely and return it to the appropriate office for your campus. Forms may be submitted in person or via e-mail from your MIX account. All forms submitted electronically must be accompanied by a copy of a government-issued photo ID with legal name. If you have any questions or concerns, please contact the appropriate office below prior to the submission of this form.

**Morgantown**  
Office of the University Registrar  
Evansdale Crossing  
[registrar@mail.wvu.edu](mailto:registrar@mail.wvu.edu)  
(304) 293-5355

**Beckley**  
Office of the Registrar  
Benedum Center  
[Tech-Registrar-Records@mail.wvu.edu](mailto:Tech-Registrar-Records@mail.wvu.edu)  
(304) 929-1450

**Keyser**  
Office of Enrollment Services  
75 Arnold Street  
[PSC-Records@mail.wvu.edu](mailto:PSC-Records@mail.wvu.edu)  
(304) 788-6820

**Legal Name:**

<b>Legal First Name:</b>	<b>Legal Middle Name:</b>	<b>Legal Last Name:</b>
<b>WVU Student ID:</b>	<b>WVU Email:</b>	<b>Date of Birth:</b>

**Preferred Name:**

**Preferred First Name:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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For Office Use Only  
Reviewer \_\_\_\_\_

Date \_\_\_\_\_