

Preferred First/Middle Name Change Request Form Instructions

What documentation do I need?

Preferred First/Middle Name change requests do not require any specific documentation. Simply complete the Preferred First and/or Middle Name Change Request form and submit it in person, fax, or email to RaiderConnect.

Where will my preferred name appear?

Please be advised that a preferred first/middle name change on a student's record **will** appear in the following systems reflecting this change (list not comprehensive):

- Pilot (Learning Management System)
- WINGS Directory (Online campus directory)
- Raider Mail (Wright State email)
- Library Patron Database

A preferred first/middle name change will NOT appear in all systems, for example it will not appear in the following areas (list not comprehensive):

- WINGS Express (including class rosters and unofficial transcripts)
 - Official Transcripts
 - Billing Records
 - Financial Aid Records
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How will I be notified my request has been processed?

The Office of the Registrar will send you a confirmation email to your Wright State University email account once your preferred name change has been processed.



Preferred First and/or Middle Name Change Request

(Please Print)

UID

Legal name
on record now: _____
First Middle Last

Preferred name request: _____
(Initials are acceptable) First Middle

Are you currently registered? Yes No

A preferred name will appear in these common systems (list not comprehensive):
Pilot, WINGS Directory, Raider Mail, Library Patron Database

A preferred name will NOT appear in the following areas (list not comprehensive):
WINGS Express (including class rosters and unofficial transcripts), Official Transcripts, Billing Records, Financial Aid Records

I wish to have a preferred name reflected on my records as indicated above:

Signature Date

For office use only:

Processed in the Office of the Registrar by _____ Date processed _____