

# REQUEST TO ADD, CHANGE, OR REMOVE A CHOSEN FIRST NAME

## Yale University Registrar's Office

246 Church Street, 3rd floor • PO Box 208321 • New Haven, CT 06520  
Phone: (203) 432-2330 • Fax: (203) 432-2334 • Email: registrar@yale.edu

No documentation is required. A chosen first name will appear alongside your legal name in the online directory. You may also update your Yale e-mail address to reflect your chosen name. For instructions on creating a new e-mail alias please see:

<http://its.yale.edu/how-to/article-requesting-changing-and-adding-email-aliases>

**Note that a chosen first name will not appear on your official academic record or transcript. Names on official University documents can only be changed as the result of a legal name change.**

*\*NOTE: Professional school students (e.g., Law, Medicine, Drama, Divinity) must submit changes directly to their respective school registrars.*

**Please clearly print the following information, and e-mail the completed form to: registrar@yale.edu.**

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**Current Legal Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_  
Last, First 9 digits, starts with 9, see ID

Yale College     Graduate School    **Res. College/GSAS Dept.:** \_\_\_\_\_    **Class Year:** \_\_\_\_\_

Select one of the following options:

- Add the chosen first name listed below to my record/change my current chosen first name to the one listed below.

Chosen First Name: \_\_\_\_\_

- Remove my chosen first name from my record.

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**Adjust my record to reflect the change in chosen first name as indicated above.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_