



ADMISSIONS AND RECORDS

1500 N. Verdugo Road
Glendale, CA 91208
(818)240-1000

PREFERRED NAME CHANGE FORM

IMPORTANT: Only a student's first name may be changed to a preferred name. This form does not change the legal name, which will continue to appear on legal college documents (student records, financial aid documents, etc.). If you have a legal name change, please complete the "Change of Student Data" form and provide supporting legal documentation.

*CHANGES WILL *ONLY* BE PROCESSED FOR STUDENTS CURRENTLY ENROLLED

Complete the following (please provide your legal name as it currently appears on your student records):

Name: _____ Student ID#: _____
(Last) (First)

PREFERRED NAME

New Name (first name only): _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Processed by: _____