



# Student Name Change Form

Return to: Registrar's Office  
Bldg. 3 Rm. 353  
assistant.registrar@cei.edu  
208-535-5673

## Student Information

Date \_\_\_\_\_ Student ID \_\_\_\_\_  
New Name \_\_\_\_\_ Program \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_  
Former Name \_\_\_\_\_

I request that my name be changed in official school records in accordance with College of Eastern Idaho's policies and procedures. I understand that this request **does not** change my CEI email/username **unless** an error/typo is present within my name.

*By checking this box & submitting this form, I consent to providing my typed electronic signature in place of a handwritten signature.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Legal Name Change

Legal names appear on official/unofficial transcripts, federal reporting, placement testing, enrollment verification documents, financial aid & billing documents, CEI email/username, and student ID badges.

Please submit **one** of the following items showing your **new** name:

- Certified Court Order Granting Name Change
- Government Issued Photo ID (i.e. Driver's License, Passport, Military ID)
- Social Security Card

## Error/Typo Update (check all that may apply):

- First Name
- Middle Name
- Last Name
- Birth Date
- Social Security Number

## Add/Remove Chosen Name

A chosen name differs from your name that appears on legal records. A chosen name will appear on class and grade rosters, Canvas, Self-Service, and campus communications.

- Add Chosen Name \_\_\_\_\_
- Remove Chosen Name

## For CEI Use

Comments:

## Signatures

Registrar's Office \_\_\_\_\_ Date \_\_\_\_\_