

## NAME CHANGE: PREFERRED or CHOSEN NAME

Current Legal Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Personal Email: \_\_\_\_\_ Current Phone: \_\_\_\_\_

Are you an international student studying in the U.S. on a visa?  Yes  No

**PREFERRED/ LEGAL NAME CHANGE:** Legal documentation required (Marriage License, Court Order or Divorce Decree)

New Name: \_\_\_\_\_

First/ Given
Middle
Last/ Surname/ Family

Reason for name change:  Marriage  Divorce

Legal Name Change  Other (specify) \_\_\_\_\_

Social Security Number Change from \_\_\_\_\_ to \_\_\_\_\_

Request to Change CCS Student Email:  Yes  No New: \_\_\_\_\_

**CHOSEN FIRST NAME CHANGE:** Legal documentation NOT required.

Allow 5-7 business days for change request to be in effect. After the update has been processed, students may apply for a new Student ID card.

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

Request to Change CCS Student Email **First Initial Only:**  Yes  No

**New:** \_\_\_\_\_ (first initial) \_\_\_\_\_ (last name)@collegeforcreativestudies.edu

*\*Student understands that once the new CCS Email address is activate, new emails to the old CCS Email address will be lost.*

Use Chosen First Name on all CCS mailings:  Yes  No, use Legal Name

Personal Pronoun Preference:

She/Her/Hers  He/Him/His  Ze/Hir/Hirs  They/Them/Their  NAME as pronoun

**Students Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><i>For AARO Use:</i></p> <p><input type="checkbox"/> Computer Entered</p> <p><input type="checkbox"/> International Student Services Office (ISSO ) Notified (if student is international studying on F-1 visa)</p> <p>AARO's Signature/Date: _____</p>	<p>Return to:</p> <p>Academic Advising &amp; Registration Office College for Creative Studies 201 East Kirby Street, Detroit, MI 48202 Phone: (313) 664-7672 Fax: (313) 664-7699</p>
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