



**Request to Update Preferred Name**  
(First Name Only)

Complete this form to request an update to your preferred name (first name only). Submit the completed form in person with photo ID to:

**Office of the Registrar**  
**Student Services Building**

The student's preferred name will only be seen on Class Rosters and Grade Rosters. The "primary" name will continue to be the student's legal name and will continue to appear on the diploma, official and unofficial transcripts, the Portpass, e-mail accounts and any other university documents including financial aid or student financial accounts. Students must continue to use their primary names when conducting official university business. Preferred name changes will not be processed during the grading cycle at the end of each term.

Contact Office of the Registrar at [registrar@sum.edu](mailto:registrar@sum.edu) or (707) 654-1203.

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**Section A: STUDENT** (Please print clearly)

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone #: \_\_\_\_\_

Primary Name: \_\_\_\_\_  
(Last) (First) (MI)

Preferred First Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OFFICE OF THE REGISTRAR**

Coded By: \_\_\_\_\_

Date: \_\_\_\_\_