

AGNES SCOTT COLLEGE
Request to Change Legal or Preferred/Chosen Name
(and/or ASC ID-CARD and/or ASC EMAIL)

NOTE: Changes submitted via this form will be processed within 2 business weeks. For a full explanation about the Agnes Scott College name change policy and how your legal/preferred/chosen name is used by the college (OPD, etc.), see <https://www.agnesscott.edu/registrar/current-students> and select "Student Name Change."

REQUIRED: Provide your current information (as it appears on AscAgnes):

Last/ First/ Middle Name: _____
 Current ASC Email Address: _____
 7-Digit ASC ID #: _____

IF APPLICABLE, COMPLETE 1 OR MORE: Please change my legal and/or preferred/chosen name to:

New Legal Last Name* : _____
 New Legal First Name* : _____
 New Legal Middle Name/Initial* : _____
 New Preferred/Chosen First Name: _____

OPD will display **both** your legal first name **AND** your preferred/chosen first name (if one exists); your ASC ID CARD will display just one first name – it defaults to your legal first name; complete the section below to request to have the ID card display your preferred/chosen first name.

*** For a Legal Name Change please ATTACH one of the following:**

___ Social Security card (SSN) ___ Government issued visa ___ Passport

* * * * *

Complete the section/s below if you are requesting a new ASC ID CARD and/or ASC EMAIL ADDRESS (email updates restricted to legal name changes). Registrar staff will send an email to ITS-Help authorizing the change/s requested (w/ a CC to your current ASC email address).

New ASC ID CARD ** (A required ITS processing fee of \$15 will be due when new card is picked up in the ITS office – you will be notified by ITS when ready for pickup.)

_____, _____
 7-digit AscID# Existing or New Legal Last Name Existing or New Legal First Name New Preferred/Chosen First Name

*** The holder of the ASC ID card agrees the card is the property of Agnes Scott College, can be confiscated from bearer as a result of inappropriate conduct or abuse, and use is subject to all terms, conditions, rules, and regulations. The card should be carried at all times and is not valid without a current validation sticker. The card and related accounts non-transferable; any misuse or illegal transactions can result in privilege suspension.*

New ASC Email Address (Student will be notified by ITS when email address change is complete. only when desired as a result of legal name change) At that time, your new email address may be used for logging in to all campus resources, i.e. AscAgnes, Carta, Compass, Moodle, etc.)

_____, _____ @agnesscott.edu _____ @agnesscott.edu
 7-digit AscID# Print your current ASC email address New ASC email address (legal name change only)

Your Signature: _____

Date Form Submitted to Registrar _____

REGISTRAR'S OFFICE USE ONLY:
 Staff Initials _____ Date of Email to ITS-Help _____