

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

**NOTE:** Changes submitted via this form will be processed within 5 business days. System changes will begin 1-3 days after form is processed. For a full explanation about the Agnes Scott College name change policy and how your legal first name or chosen first name is used by the college (OPD, etc.), see <https://www.agnesscott.edu/registrar/current-students> and select "Name Change Policy".

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

Last/ First/ Middle Name: \_\_\_\_\_

Current ASC Email Address: \_\_\_\_\_

7-Digit ASC ID #: \_\_\_\_\_

**COMPLETE 1 OR MORE: Please change my legal and/or chosen name to:**

New Legal Last Name\* : \_\_\_\_\_

New Legal First Name\* : \_\_\_\_\_

New Legal Middle Name/Initial\* : \_\_\_\_\_

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

**Choose ( 1 ) Name Display Choice Option**

Legal First Name Only (default),  
example: **Agnes I. Scott**

Chosen First Name Only, example: **Irvine Scott**

Legal First Name (Chosen First Name),  
example: **Agnes (Irvine) Scott**

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

Original Court Document     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     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** - only when desired as a result of legal name change

ITS will generate a new email address based on your last name and 3 randomly chosen numerals (example [Scott555@agnesscott.edu](mailto:Scott555@agnesscott.edu)). Student will be notified by ITS when email address change is complete. At that time, your new email address may be used for logging into all campus resources, i.e. AscAgnes, Carta, Compass, Moodle, etc.

Please type your full name below which is your signature for this request. Your signature constitutes your acceptance of the terms above.

Your Signature: \_\_\_\_\_

Date Form Submitted to Registrar \_\_\_\_\_

REGISTRAR'S OFFICE USE ONLY: Staff Initials \_\_\_\_\_

Email Date to Campus Administrators \_\_\_\_\_

## FAQ's about the Name Change Policy

### ***Can I provide a chosen last name?***

No, your last name will continue to be your legal last name.

### ***Can I use any chosen first name that I wish?***

Your chosen first name will be reviewed by the Office of the Registrar. Once your chosen first name is accepted, it will appear in systems identified below. If your chosen first name is not approved, your legal first name will remain the only name on your record at the college. Reasons a chosen first name will not be approved are listed at <https://www.agnesscott.edu/registrar/current-students/student-name-change.html>.

### ***Can I use my chosen first name for email?***

Yes and no. Yes, you can change your Display Name. No, you cannot change your email address. Please recognize that changing your email display name can have unintended consequences and result in name search failures or result in a sent message not readily being recognized as a message from you.

### ***How long does it take for my chosen first name to appear in systems capable of displaying it?***

Your request form will be processed within 5 business days and you will see the new chosen first name in some systems within 1-3 days after the form is processed. Be aware that the name change will not appear in all systems at the same time and systems that require your legal first name will continue to show your legal name. Processing time may take longer at the beginning and end of each semester as that is a busy time for the Offices of the Registrar and Human Resources.

### ***How often can I change my chosen first name?***

Currently there is no limit on how often you can change your chosen first name. HOWEVER, keep in mind that making this change can have ripple effects throughout your day-to-day experiences. Changing your chosen first name more than once per year can lead to confusion regarding your identity, result in challenges in customer service, and/or cause the interruption of your ability to access some college systems.

### ***How does the preferred name policy affect F-1 & J-1 visa students?***

Chosen first name is for use within the college community. International students may feel free to select a chosen first name for on-campus use. However, this does not apply in situations where one's legal name is required. For the purpose of F-1 or J-1 student visa status, the legal name is required on I-20s and DS-2019s. An individual's legal name is what appears in the passport.

### ***Who should I contact if I have additional questions?***

Students should contact the Office of the Registrar and employees should contact the Office of Human Resources.

### ***If I provide a chosen name, will it be used on mailings to my parents/guardians?***

Mailings to parents and guardians use the legal first name on file.

### ***Will my professors be notified that I have a chosen first name?***

After your form has been processed, the chosen first name will appear as described in the policy above. The change may take longer to appear on the some systems depending on the data updated timing.

### ***If I have elected the chosen first name only display option, will my professor see my legal first name?***

Your professor will see your legal first name as described in the "Legal First Name Must Be Used in the Following Circumstances" section.

### ***Are staff and faculty members required to call students by their chosen first name?***

Referring to students by the name they wish to be called in classrooms and when interacting with college personnel supports a respectful learning environment. Staff and faculty members will make an effort to call you by your chosen first name.

### ***How quickly can I get my new ID card and where do I go to get a new ASC ID card?***

The Office of the Registrar notifies ITS of the change. You will receive an email from ITS when your new ID card is ready. Be prepared to pay the \$15 replacement fee when you pick up your card. Also, note that if you have indicated you want to be referred to by your chosen first name, your chosen first name will appear on the front of the ID Card and your legal first name will appear on the back of the ID Card in a smaller font.

### ***Do I have to get a new ASC ID card if I submit a Name Change Form?***

No, using your chosen first name on your ASC ID card is an option, not a requirement.

### ***Does the chosen name policy extend to all Agnes Scott employees?*** Yes.

### ***What is a legal name?***

Legal name is the name that identifies a person for legal, administrative and other official purposes. A person's legal first name generally is the name of the person that was given for the purpose of registration of the birth and which then appears on a birth certificate.

### ***What is a chosen first name?***

Chosen first name is a first name you prefer to be called by others and identified by in college systems. It is different than your legal first name. A nickname is something your close friends or family may use but will not be recorded unless you specify it as your chosen first name.