

Chosen Name Change Request

Instructions:

1. Fill out all indicated information below. Please include your 8-digit student ID number.
2. Submit the completed form and photo ID to Registrar Records at Registrar.Records@unt.edu or Eagle Student Services Center #209.

At your request, the UIT Help Desk can update your student email address to display your chosen name. You can request a change to your student email address by visiting it.unt.edu/emailnamechange or calling 940-565-2324.

Student ID:

First:

Middle:

Last:

Legal Name:

First:

Middle:

Chosen Name:

Your Last Name can only be changed through a legal name change, which requires additional documentation.

Your chosen name will be displayed on class rosters, Blackboard, and all pages of the Student Center on MyUNT except the following locations: Main Phone Number, Eagle Alert, My Financial Aid, Advising Sheet, Holds, and the 1098-T. For questions or concerns, please contact Registrar.Records@unt.edu or 940-565-2369.

Student Signature:

By signing this form, you grant the Office of the Registrar consent to make the indicated changes to your student record.

Once you have signed the form, you can use the **SUBMIT** button to send the form to the Records department for processing. It will open the form as an email attachment.