



CHOSEN NAME REQUEST

Office of Admissions & Records, 1000 Hensley Creek Rd, Ukiah, CA 95482
707/468-3101 (telephone) • 707/468-3430 (fax) • registration@mendocino.edu

Mendocino College students may opt for their chosen name to appear on class rosters, in MyMendo, in Canvas, on student ID cards and included in their log in credentials and student email account.

Legal names are used in legal documents that include, but are not limited to, billing, enrollment verifications, financial aid disbursements, and tax forms.

Legal name changes must be submitted through the Supplemental Admissions Form. Please review the process for legal name changes under Admissions and Records forms.

Legal Last Name: _____ Legal First Name: _____ Middle Initial: _____

MC Student ID Number: _____ Birth Date: _____

Email Address: _____ Phone Number: _____

Please update my record to reflect my chosen First Name: _____

Please update my record to reflect my preferred gender (optional): Select one or leave blank.

Female
Male
Non-Binary
Other

Please update my record to reflect my preferred personal pronoun (optional): Select one or leave blank.

He/Him/His
She/Her/Hers
They/Them/Their
Use My Name as Pronoun
Ze/Hir/Hirs

I certify that the information provided above is true and accurate to the best of my knowledge. I affirm that this request to use a chosen first name is made in good faith, is not intended for any fraudulent or unlawful purpose, and reflects the first name by which I wish to be identified by the College. I understand that my legal name will continue to be used where required by law, regulation, or College policy. I understand that processing this request may take up to 10 business days. I authorize the Office of Admissions and Records to update my records in accordance with this request and applicable College policies and procedures.

Student's Signature (Legal Name)

Date

OFFICE USE:		
Admissions & Records Signature: _____	Date: _____	
Date Forwarded to IT: _____	IT Ticket Issued: _____	Date Student Notified: _____
Notes: _____		