



PREFERRED FIRST NAME REQUEST

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

This form is available to request a “preferred **first** name” change that will display on class and grade rosters. All documents and/or records such as official transcripts, diplomas, directory information, etc., will reflect the student's legal name, not the preferred name. If at any time the preferred name is to be changed to a legal name, please complete the “Supplemental Admissions” form, available on the Admissions Forms page at <https://www.mendocino.edu/admissions/admissions-forms>, and submit it to the Office of Admissions and Records along with supporting legal documentation, for processing.

A Photo ID is required when presenting this form to Admissions and Records. Please be ready to present your Mendocino College Student ID card or other photo identification when submitting this form.

MC Student ID Number Legal Last Name Legal First Name Middle Initial

Preferred First Name

Also use my preferred gender:

- Male
- Female
- Non-Binary

Also use my preferred personal pronoun:

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

I certify that the above information is true and accurate. I also affirm that this change of first name will not be used for fraudulent purposes and that it represents a bona fide change in the sense that it is to be or has been used consistently. I authorize Admissions and Records to make the changes requested in this document.

Student's Signature (Legal Name)

Date

Disclaimer: Indicating a preferred name will only change which name appears in internal locations such as MyMendo and class rosters. It will not change your legal name, which will appear on all official Mendocino College documents such as Official/Unofficial Transcripts, Student ID cards, Student Financial Aid records, Certificates/Diplomas, and 1098-T's. These items will not be changed unless proof of a legal name change is presented.

For Office Use Only:

Received by: _____ Date: _____ Processed by: _____ Date: _____