



## Transcript Request- Changes To Student Name

The office of the Registrar is responsible for maintaining a student’s official academic records, and as such is the office that processes student name changes at Central Community College. There are two types of adjustments that may be made to CCC’s records regarding student name:

**1. Preferred name changes for use on class rosters, login names and email address** Upon request, CCC Registrar’s office will add a student’s preferred first name to the student’s record. This will not change the college’s records of the student’s legal name. This preferred first name will be the name that appears on class rosters, the student’s login name and email address. Changes to a student’s preferred first name may be requested at any time, but will be changed after grades are posted the requested semester.

**2. Legal name changes on official records**

The name on your official college records is the name that appears on your original application for admission to Central Community College. If you wish to change this name, please read the following directions carefully.

Central Community College requires proof that your name has been legally changed in order to change the record of your legal name on official college records. In order to request a name change, you must complete the Name Change Request form and present documentation that your name has been legally changed. The types of documentation that constitute proof of legal name change are: Marriage Certificate, Birth Certificate, Court Order, Certificate of Naturalization, Passport, or State Issued Driver’s License. The legal name as maintained in the college’s database will be the name that appears on your Central Community College official records, on your diploma, and in the official commencement program. Changes permitted to your name are as follows:

- **Legal first, middle & last name:** Legal first/middle/last name may be changed if you provide required documentation. When changing your name based on marriage, you may replace your maiden name with your married name, or use both names. When changing your name based on divorce, you may replace your married name with your maiden name.

Student ID # or Soc. Security #		First Name			
Former Last Name		Current Last Name			
Mailing Address					
City		State		Zip	
Home Phone		Cell Phone			

	I am requesting that my preferred first name be changed from _____ to _____ and am not requesting that my legal name on CCC’s records be altered in any way.
	I am requesting my username to be changed to reflect either my new preferred name or my new legal name. <b>NOTE: This change will be made after grades are posted the requested semester</b>

Please attach a copy of ONE of the following. (Please check only one)

	State Issued Driver’s License
	Birth certificate
	Passport

	Marriage Certificate
	Court Order
	Certificate of Naturalization

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please scan & email to:

- [transcripts@cccneb.edu](mailto:transcripts@cccneb.edu)
- Or fax to: 308-398-7590