

Have you legally changed your name?

Your **legal name** is your full name as recognized by the government. In cases such as marriage, adoption, etc., you are eligible to update your information to reflect your name as recorded by the court.

Do you use a first name that is *different* than your legal name?

A **preferred name** is a name that you prefer to be referred to that differs from your legal name as recognized by the government.



GET STARTED

To change your **legal name** on your College records, you must present a certified copy of a **court order** or other legal document indicating a legal name change has been granted.

To begin the process, students should complete the **Legal Name Change Request Form** available at:
massasoit.edu/namechange



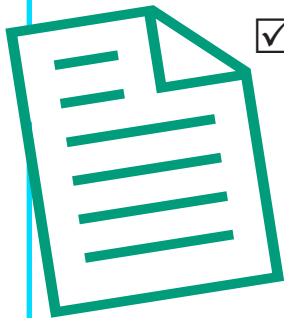
GET STARTED

To request the use of a **preferred first name**, please complete the **Preferred First Name Change Form** available at:
massasoit.edu/namechange

NEXT...

Your Legal Name Will Appear On:

- Financial Aid records
- Student Accounts records
- Personally identifiable information
- Student directory information
- Payroll records
- Health records
- Official transcripts
- Federal immigration documents
- Interactions with government agencies



For more assistance with **legal name changes**, please contact the **Registrar's Office** at **508-588-9100, x1949**

NEXT...

Your Preferred First Name Will Appear On:

- Student ID card
- Diplomas, awards, and recognitions



Your Preferred First Name Will NOT Appear On:

- Email and calendar entries
- Class rosters and advisor lists
- Learning management systems

In the future, with technology upgrades, Massasoit hopes to implement the above.

For more assistance with **preferred first name changes**, contact the **Dean of Students Office** at 508-588-9100, x1402 or the **Office of Diversity & Inclusion** at 508-588-9100, x1309