

# Institutionally Recognized Name Change Request Form Instructions

The full policy is located at <https://inside.heidelberg.edu/departments-offices/registrar-office/docs> or Employee Handbook.

## What documentation do I need?

Institutionally Recognized Name change requests do not require any specific documentation. Simply complete the Institutionally Recognized Name Change Request form and submit it to the appropriate office. If you have any questions please contact Chris Abrams, Dean of Student Affairs at [cabrams@heidelberg.edu](mailto:cabrams@heidelberg.edu).

### Students

Registrar

Phone: 419-448-2090

Location: University Hall Room C115

Fax: 419-448-2122

Dept Email: [registrar@heidelberg.edu](mailto:registrar@heidelberg.edu)

### Faculty and Staff

Human Resources

Phone: 419-448-2181

Location: University Hall 216

419-448-2243

Dept Email: [hr@heidelberg.edu](mailto:hr@heidelberg.edu)

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## Where will my preferred name appear?

Please be advised that an Institutionally Recognized Name change, dependent upon student, faculty or staff status, may appear in the following displays (list not comprehensive):

- OASIS
- Online directory
- Class rosters
- Faculty Advisee Lists
- Library Records
- Major/Minor Lists
- Learning Management System
- Residence Life Staff Rosters
- Student ID card

**An Institutionally Recognized Name change will NOT appear in all systems, for example it will not appear in the following areas (list not comprehensive):**

- Registrar's Office Records (i.e. permanent student file records)
  - Transcripts
  - Stoner Health Center
  - Financial Aid and Billing Records
  - Paychecks and Pay stubs
  - Academic Certifications (of enrollment, good standing, degree completion)
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## How will I be notified my request has been processed?

The office receiving the request will notify the change via the Heidelberg email.

**Preferred First and/or Middle Name Change Request**

Print and return this page to  
the Office of the Registrar,  
University Hall C115.

(Please Print)

\_\_\_\_\_  
Heidelberg ID

Legal name  
on record: \_\_\_\_\_  
                            First  Middle  Last

Preferred name  
request: \_\_\_\_\_  
(Initials acceptable) First  Middle  Last

Would you like your IRN to be used on your NetID and email display name?  Yes  No

**A preferred name will appear in these common systems (list not comprehensive):**  
OASIS, Online directory, Class rosters, Faculty Advisee Lists, Library Records, Major/Minor Lists, Learning Management System, Residence Life Staff Rosters, Student ID card, Email display name

**A preferred name will NOT appear in the following areas (list not comprehensive):**  
Registrar’s Office Records (i.e. permanent student file records), Transcripts, Stoner Health Center, Financial Aid and Billing Records, Paychecks and Pay stubs, Academic Certifications (of enrollment, good standing, degree completion)

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**I wish to have a preferred name reflected on my records as indicated above:**

\_\_\_\_\_  
Signature  Date

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**For office use only:**

Processed by \_\_\_\_\_ Date processed \_\_\_\_\_

Approved  Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_