

# NAME CHANGE FORM

## Legal or Preferred/ Chosen Name

Registrar's Office, Moot Hall 210  
1300 Elmwood Avenue  
Buffalo, NY 14222  
Phone: 716-878-4811 Fax: 716-878-3419  
[regofc@buffalostate.edu](mailto:regofc@buffalostate.edu)



### CURRENT Information in Banner

\_\_\_\_\_ Date of Birth  
Banner I.D. Number

\_\_\_\_\_ Middle  
Print Last Name First Name

### NEW Information

\_\_\_ Legal Name Change (supporting documentation required) \_\_\_ New Preferred/ Chosen Name

\_\_\_\_\_ Middle Name  
Print Last Name First Name

### Delivery Methods

- 1) **In Person (for Legal and Preferred Name Changes)**
  - a) **Undergraduate and Graduate students** can return this completed form with supporting documentation in person to the Registrar's Office, Moot Hall 210.
- 2) **Remotely Using a Notary (for Legal Name Changes only)**

Students who cannot provide the required documents in person at the Registrar's Office must have copies of those documents notarized. The Notary will verify that the person on the copied documents for notarization is the person on the original documents. Do not mail in the originals. The notarized copies of supporting documents may be mailed or faxed to the Registrar's Office along with the Name Change form.
- 3) **Scanned and Submitted Via Buffalo State Email Address (for Preferred Name Changes only)**

\_\_\_\_\_ Date  
Signature Contact phone #

\_\_\_\_\_ Email Address

# Instructions and Additional Details for the Name Change Process

## General Information

- Requested name changes are typically completed within 24 to 48 hours upon receipt of the request.
- Name changes are available to any individual with a student record in Banner.
- This process does not change your “displayed name” with your Buffalo State email. However, you can do this yourself by following the directions at this link:  
<https://buffalostate.teamdynamix.com/TDClient/KB/ArticleDet?ID=35178>
- If you are currently actively enrolled, you may want to let your instructors know that your name has been changed in the system.
- If you would like a new Bengal ID card, you can go to the Library Circulation Desk and they will issue you a new id with your name. You will need to pay the replacement fee.
- If you receive financial aid, please note that there may be a name mismatch with State and Federal Financial Aid operations.
- Please note that any and all postal communications will use your preferred name.
- Your legal name will appear on your transcript and diploma unless you have completed a full legal name change.

## Legal Name Change

PROOF PROVIDED\* (CHECK ONE):

- \_\_\_\_\_ Marriage ..... *Original Marriage Certificate or Valid Driver’s License*
- \_\_\_\_\_ Divorce ..... *Original Court Order or Valid Driver’s License*
- \_\_\_\_\_ Entire Name Change ..... *Original Court Order or Valid Driver’s License*
- \_\_\_\_\_ Variation of First and/or Middle Name ..... *Original Two Proofs of Identification or Valid Driver’s License*
- \_\_\_\_\_ Changes in Spelling ..... *Original Two Proofs of Identification or Valid Driver’s License*
- \_\_\_\_\_ Foreign Name Change ..... *Original Passport or Alien Registration Card*

- With this change your new legal name will be the one that most people using Banner, Degree Works, Blackboard and other program will see. This process updates your name in all applicable fields in Banner. Your preferred name should update in these companion systems within 24 hours of being changed in Banner. Your previous name will be listed in Banner but it will not be used for any purpose.
- Your legal name will appear on your transcript and diploma once this update has been entered into the system.

## Preferred/ Chosen Name Change

- This process requires no proof or documentation and is an informal way for students to be better represented by their student record.
- With this change your preferred/ chosen name will be the one that most people using Banner, Degree Works, Blackboard and other programs will see. This process does not remove your legal name but rather pushes it into the background. Your preferred name should update in these companion systems within 24 hours of being changed in Banner.
- The Office of the Registrar reserves the right to not process any changes which may be deemed inappropriate or offensive.
- Your legal name will appear on your transcript and diploma unless you complete a full legal name change.