



Office Use Only:  
Date Received: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
New Email: \_\_\_\_\_  
Initials: \_\_\_\_\_

## Chosen Name Change Request

Please review the chosen name policy at [www.stjohns.edu/law/student-services/office-registrar](http://www.stjohns.edu/law/student-services/office-registrar) prior to completing this form. Send completed for to [lawregistrar@stjohns.edu](mailto:lawregistrar@stjohns.edu).

**My full legal name currently appears as:**

Last Name	First Name	Middle Name
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**I would like to request that my chosen name be displayed as:**

First Name	Middle Name (optional)
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I would like to request that my chosen name be displayed within St. John's University where my legal name is not required.

- ☐ I acknowledge that my last name cannot be changed through this process and that my use of a chosen name is subject to the chosen name policy, which I have read and understood.
- ☐ I understand that my chosen name may appear on communications sent to my mailing address.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

St. John's Email Address: \_\_\_\_\_

Alternate Email Address (non-St. John's): \_\_\_\_\_

A help desk representative will call/email you when your email address has been changed.

*\* Please be advised that SignOn may be affected while this change is being processed.*