

## Alumni Affirmed/Preferred First Name Change Request

The University of New Mexico recognizes that individuals may prefer to use first names other than their legal ones to identify themselves. As long as the use of the Affirmed/Preferred first name is not for the purpose of misrepresentation or to avoid a legal obligation, individuals may use their Affirmed/Preferred first name on their diploma. Affirmed/Preferred first names are limited to alphabetical characters and certain special characters. Affirmed/Preferred first names may not contain or resemble obscene words, profane words, or racial slurs. Affirmed/Preferred first names must be in conformance with University policies. Additional information about the use of Affirmed/Preferred names at UNM is found in UNM Policy 1050.

UNM alumni should use this form to request an Affirmed/Preferred first name be added to their UNM record or to make changes to an existing Affirmed/Preferred first name in their UNM record. For record validation purposes, the Affirmed/Preferred First Name Change form must correctly identify the legal name and UNM ID under which the student was enrolled, must bear the student's signature, and must be accompanied by a copy of the student's current state- or federally-issued photo ID showing date of birth.

To add or change a legal name in the student's UNM record, the student must complete the Demographic Change form and submit the required identification. The Demographic Change form is at this link:

<http://hr.unm.edu/docs/compensation/name-address-and-ssn-change-authorization-form-.pdf>

Name While Enrolled: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

UNM ID# or last four of SSN: \_\_\_\_\_

\_\_\_ I am a UNM alumni.

\_\_\_ Please add the following Affirmed/Preferred First Name to my UNM record: \_\_\_\_\_

\_\_\_ Please change the Affirmed/Preferred First Name in my UNM record from: \_\_\_\_\_

to: \_\_\_\_\_

\_\_\_ A copy of my current state- or federally-issued photo ID showing my date of birth is attached.

Requestor Signature: \_\_\_\_\_

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

### Submit this form:

Fax: (505) 277-6809

Drop Off:

Attn: Registrar

Main Campus – Student Services One-Stop

Mail: Attn: Records and Registration  
MSC11 6325

Mesa Vista Hall - North

OR

1 University of New Mexico

South Campus Student Services

Albuquerque, NM 87131-0001

1155 University Blvd SE, ABQ NM 87106