



Application to update legal or preferred name

Use this form if you are a student at Victoria University of Wellington and have legally changed your name or want to change your preferred name and wish to update your records

1. Person whose legal name or preferred name is to be different to complete this section (please print clearly) and then sign below

Student ID Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
I, known as _____ (insert current name)	
have legally changed my name to the below:	
First Name: _____	
Middle Name: _____	
Family Name: _____	
want to change my preferred name to	
Preferred First Name: _____	
Preferred gender (Please Circle):	Male Female Gender Diverse
Signature: _____	Date: / /

2. OFFICE USE ONLY

Documentation attached:	<input type="checkbox"/>
Staff receiving request: _____	Date Received: / / day month year
Name Changed in CARDAX, ID CARD printed and issued:	YES/NO

3. Receipt & Processing in Banner (staff use only)

Student System Updated YES/NO (signature of staff member updating): _____
Date Updated: / / day month year

Please ensure that you attach **CERTIFIED** copies of legal documentation to this request: [How to certify documents](#). We cannot change a student's name in the system without this documentation.

