



OFFICE OF THE NATIONAL REGISTRAR

CHANGE OF NAME FORM

The College-Institute maintains the full legal name of students for all official records. Students should use this form if they legally change their name or if they elect to use a preferred name instead of their legal name in our systems (e.g. SIS, Canvas, etc.). The College-Institute's Name Change Policy is appended to this form.

Name changes are available only to current students. Upon withdrawal/dismissal/graduation the student's permanent record is sealed and no further changes will be made.

Students should also use this form to request a change to the HUC-JIR email name given upon enrollment. The change in a person's email address may come about due to a change in a legal or preferred name, such as:

- Option of first name or initial
- Options of diminutive or alternate form for the first name
- Option of a first name which conforms with genuine expression of gender identity
- Omission of the first name when the middle name is used as a salutary name
- Option of middle name or initial
- Inclusion of former or maiden name
- Inclusion of proper capitalization and accentuation of name
- Inclusion of maternal surnames as culturally appropriate

FOR LEGAL NAME CHANGE:

Acceptable documentation includes valid driver's license, marriage license, divorce decree that reinstates the maiden name, adoption documents, court order, or valid passport. Documents that are not considered acceptable legal documents include a social security card and a notarized statement. For international students on a visa, the name must reflect the name that appears on the visa.

FOR PREFERRED NAME CHANGE:

A preferred name change is not equivalent to a legal name change, and the legal name will remain listed within HUC-JIR's various internal systems, including, but not limited to, the Student Information System, official rosters, development databases, and federal student loans reporting. The preferred name will be listed in Canvas, class rosters, campus rosters, campus programming, and the Student Information System (as a preferred name).

FOR EMAIL ADDRESS CHANGE

The default email address at the College-Institute is [legal first name.legal last name@huc.edu](mailto:legal.first.name.legal.last.name@huc.edu). If instead you opt to use a preferred name or a different version of your legal name for your HUC email address, fill out the form below. We will try to honor your request (assuming the email address is available). Your new email address will be aligned with your updated record and linked to your legal and preferred names for all official records. Your current email address will function as an alias that will forward to your new email address.



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CHANGE OF NAME FORM

Type of Name Change (check all that apply):

- Legal
- Preferred
- Email

Name (PREVIOUS): Last: _____ First: _____ Middle: _____

Name (NEW): Last: _____ First: _____ Middle: _____

Current HUC Email: _____

Requested HUC Email: _____

For Legal Name Change, reason for change:

___ *Court Order* ___ *Marriage* ___ *Divorce* ___ *Gender* ___ *Other*

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Campus(es) Attending: ___ Cincinnati ___ Jerusalem ___ Los Angeles ___ New York ___ N/A

Signature: _____ **Date:** _____

Please submit this form along with the required documentation to:

Office of the National Registrar
Hebrew Union College – Jewish Institute of Religion
3101 Clifton Avenue
Cincinnati, Ohio 45220
Fax Number: (513) 848-8321
email: registrar@huc.edu

HUC-JIR Name Change Policy (amended Feb. 2021)

The College-Institute maintains the full legal name of students. Name changes are available only to current students. Upon withdrawal/dismissal/graduation the student's permanent record is sealed and no further changes will be made. The Request for Name Change Form is available on the National Registrar's webpage or from any staff member of the National Registrar's Office. Acceptable supporting documentation includes: valid driver's license, marriage license, divorce decree that reinstates the maiden name, adoption documents, court order, or valid passport. Documents that are not considered acceptable legal documents include a social security card and a notarized statement. For international students on a visa, the name must reflect the name that appears on the visa.

The College-Institute will also maintain a preferred name for a student for use in the Student Information System and, upon request, on the student's diploma and/or ordination document.

A preferred name may be submitted using the *Request for Name Change* from the National Registrar's Office. Possible preferred names may include:

- Option of first name or initial
- Options of diminutive or alternate form for the first name
- Option of a first name which conforms with the graduate's genuine expression of gender identity
- Omission of the first name when the middle name is used as a salutary name
- Option of middle name or initial
- Inclusion of former or maiden name
- Inclusion of proper capitalization and accentuation of name
- Inclusion of maternal surnames as culturally appropriate

All requests are reviewed on a case-by-case basis.

The student's name that appears on the Application for Graduation/Ordination document must match the legal name on file with HUC-JIR or the preferred name on file in the Student Information System. A *Request for Name Change* with acceptable documentation needs to be submitted to the Office of the National Registrar before Graduation/Ordination.

The preferred name requested on the diploma or ordination document must match the preferred name listed in the Student Information System. This is necessary for future identity verification that may take place.

Neither titles nor degrees previously earned will be included as part of a graduate's name on a diploma or ordination document.

Regarding Re-prints of Diplomas or Ordination Documents

If a graduate decides to change the diploma or ordination document name back to the primary name after graduation, they will be required to request and pay for a replacement diploma or ordination document. Primary name changes are only permitted in cases of legal name changes through the courts.

If a student chooses to use a name on their diploma or ordination document other than their legal name, this could result in rejection, delay, additional scrutiny, or the need to provide additional proof of identification with respect to applications for employment, licensure, credentialing, visa applications, and/or other processes that require verification of education records.

Any graduate seeking a reprint of their graduation or ordination document should note the following:

- Faculty and administrator signatures present on a re-print may be different than on the original document.
- Requests for re-prints will not change the name in a graduate's permanent record as recorded in the Student Information System. This will remain as the name the student used during their tenure at the College-Institute.