

CHOSEN NAME REQUEST

Lake Land College Admissions & Records
5001 Lake Land Blvd, Mattoon, IL 61938-9366
Office: 217-234-5311 Fax: 217-234-5390
admissions@lakelandcollege.edu



This form allows Lake Land College students to request that a chosen first name be provided for them in the Lake Land College student records system. Requesting a chosen name does not change a student's legal name on official academic records such as transcripts and diplomas but does change the student's first name on most records used for college purposes only. *It is strongly recommended that students complete a chosen name request at least two full weeks prior to the start of a semester.*

FOR RECORD VERIFICATION PURPOSES:

LEGAL NAME (AS IT CURRENTLY APPEARS ON YOUR STUDENT RECORD)

DATE OF BIRTH	LAKE LAND STUDENT ID NUMBER
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REQUEST:

CHANGE MY FIRST NAME TO

Please initial each line confirming your understanding of the following:

- A chosen name request changes only the first name.
- The chosen name does not change my legal name on official academic records including: transcripts, diplomas, enrollment verification, financial aid documents, federal immigration documents, state/federal employment and tax documents, and other documents as legally required.
- To protect my educational records, my Lake Land user ID will not be changed; however, my Laker Hub and Email display name will be updated to the chosen first name.
- A current Lake Land College ID or government-issued photo ID/driver's license verifying my legal name above is required when submitting this form to Admissions and Records.
- It is my responsibility to purchase a new student ID with the approved chosen first name.
- I may be required to show my government-issued photo ID to any College official or employee if confirmation of legal name/identity is required in the future.
- Lake Land College must report to multiple external entities (such as the Illinois Community College Board, U.S. Department of Education, etc.), and that the College will continue to provide my legal name to meet the requirements of these entities.
- A chosen name request will be approved only once per semester.
- Lake Land College reserves the right to deny a chosen name request that is, or appears to be, discriminatory, derogatory, or used for attempted misrepresentation.

I have read the statements above, initialed, and understand that my signature below authorizes Lake Land College to change my first name in the Lake Land College Student Information System.

STUDENT'S SIGNATURE	DATE
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Note: *It is strongly recommended that you submit a Chosen Name Request at least two full weeks prior to the start of a semester.* The Admissions Office will confirm once your chosen name request has been completed. Once you receive confirmation, you may purchase a new student ID at the Bookstore.