

TEACHERS COLLEGE, COLUMBIA UNIVERSITY  
Office of the Registrar

**CHANGE OF NAME FORM**

Students may use this form to add or update their preferred or legal name in the College's records. The preferred name will appear in systems commonly used to look up and identify individual students, including course rosters and learning management systems. The legal name will appear on official documentation maintained by the College, including transcripts and official letters. To view the full policy on TC's name change policy, please visit the TC Policy Library online.

NAME \_\_\_\_\_ ID # \_\_\_\_\_

**PREFERRED NAME:** I wish to add the following preferred name in TC's systems:

<p><b>Preferred Name:</b> NAME _____ first/given middle last/family</p>
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**LEGAL NAME:** I wish to change my legal name on file with the College as follows:

<p><b>Legal Name:</b> NAME _____ first/given middle last/family</p>
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**LEGAL NAME DOCUMENTATION:** You must present a government-issued photo ID or other official proof of name change, as well as proof of use of former name.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_