Name and Legal Sex Designation Changes and Name Coding Conventions

OVERVIEW
Payroll Services is responsible for processing name changes for all current and former students and employees. Processed name and legal sex designation changes are made in the University computer systems, including myWSU.

Preferred or Chosen Names
Individuals may also add or change preferred or chosen first and middle names in myWSU:

my.wsu.edu

1. Enter the Network ID and password
2. Select the Profile tile on the myWSU homepage
3. Select Personal Details from the left-hand column menu
4. Select the Plus sign under Names to open the Add Name window
5. Select Preferred from the Name Type drop down menu
6. Enter the preferred first and middle names only and the official last name.
7. Select Save

NOTE: Last names may be changed through an official name change process only. (See Official Name Change.)

Supporting Documentation
No supporting documentation is needed if an individual changes their first name or middle name to an initial.

REQUIRED DOCUMENTATION
To change an official name or legal sex designation, the individual provides the documentation indicated below to Payroll Services.

Official Name Change
The required documentation to change an official name is:

• One certified legal document or three proof of usage documents. (See Certified Legal Documents and/or Proof of Usage Documents.)

• One photo ID card as proof of identification. (See Supporting Documents.)

• A completed Request for Change of Name form. (See Request Form.)

Supporting Documents
All supporting documents must reflect the new name. The individual must submit one certified legal document or a minimum of three proof of usage documents, and one photo ID.
Name and Legal Sex Designation Changes and Name Coding Conventions

Supporting Documents (cont.) Full documentation as indicated above is required if an individual is adding or removing a first name. One supporting document only is required if an individual is adding or removing a middle name.

Certified Legal Documents Acceptable legal documents include:

- A certified copy of a court order; or
- A certified copy of a marriage certificate; or
- A certified copy of a dissolution decree; or
- An unexpired passport.

The legal document must reflect the new name in full.

Proof of Usage Documents If a certified legal document is not available, an individual must demonstrate usage by providing proof that he or she is the person whose name is being changed.

A minimum of three of the following documents may be submitted as proof of name usage:

- Current driver's license
- State-issued ID card
- Military ID card
- CougarCard
- Birth certificate
- Social security card
- Voter registration card
- Car registration
- Insurance card

Photo ID At least one of the supporting documents must include the individual's date of birth, a photograph, and a signature of her or his new name.

Legal Sex Designation Change To change a legal sex designation, an individual must submit one of the following:

- Current driver's license
- State-issued ID card
- Military ID card
- U.S. passport
- Birth certificate
- Court order
- U.S. permanent resident card (I-551)
- U.S. employment authorization card (I-766)
Name and Legal Sex Designation Changes and Name Coding Conventions

Request Form

The Request for Change of Name form is available in PDF format on the Procedures, Records, and Forms (PR&F) website at:

policies.wsu.edu/prf/index/forms/

International Students and Scholars

An international student or scholar requesting a name change must present an unexpired passport which reflects their new name, in addition to submitting a name change request form and photo ID (see Required Documentation). The presentation of an unexpired passport ensures compliance within the Student and Exchange Visitor Information System (SEVIS).

SUBMITTING CHANGE REQUEST

Individuals may submit the Request for Name Change form and supporting documents to Payroll Services using one of the following methods:

- In-person at the Payroll Services office, French Administration Building 236, WSU Pullman
- By postal mail to Payroll Services, PO Box 641024, Pullman, WA 99164-1024
- By fax to Payroll Services; fax 509-335-1472
- By electronic mail to payroll@wsu.edu. NOTE: E-mailing may not be secure or encrypted.

See Supporting Documents for a list of acceptable documents.

Records Retention

Payroll retains the original documentation for name and legal sex designation changes according to WSU retention policy.

DIPLOMAS AND ACADEMIC RECORDS

Students' official names (listed as Primary Name in myWSU) are the source of names printed on diplomas and academic records, including transcripts.

Students must submit an official name change request, including documentation, to alter how their name appears on their academic records. (See Official Name Change.) NOTE: Changing preferred or chosen name will not alter how names appear on diplomas or academic records.

Students wishing to change their first or middle name or add special characters, such as accent marks and umlauts, to an existing first, middle, or last name on their diploma must contact the WSU Graduations department to request further assistance; telephone 509-335-7724; email WSU.Graduations@wsu.edu.
Name and Legal Sex Designation Changes and Name Coding Conventions

DIPLOMAS (cont.)

Any other change to the diploma name requires an official name change. (See Official Name Change.)

Ordering New Diplomas

After a name change has been processed, a student who holds a degree from Washington State University may order a new diploma.

Bachelor's and Professional Degrees

Bachelor's and professional degree holders may contact the Registrar's Office to order new diplomas; e-mail wsu.graduations@wsu.edu; telephone 509-335-7724.

Masters and Doctoral Degrees

Master's and doctoral degree holders may contact the Graduate School to order new diplomas; e-mail gradschool@wsu.edu; telephone 509-335-1446.

CODING CONVENTIONS

WSU observes the following coding conventions for names.

Names are entered into the system as follows:

Surname, comma, first name, space, middle name, comma, suffix

Example

BROWN, THOMAS JAMES, JR

Character Limit

The file includes the entire name if the name including spacing does not exceed 32 characters.

- If the name exceeds 32 characters, replace the middle name with a middle initial.
- If the name still exceeds 32 characters, abbreviate the first name. Retain at least the first and middle initials.

Period

Do not code a period after an initial, abbreviation, or suffix.

Name Suffix

Limit coding of special suffixes to Jr, Sr, or III. Code a comma before the suffix but do not code a period after the suffix.

Examples

NEILL, RON L, JR and NIXON, RICHARD D, III

St. in the Surname

Code all two-part surnames commencing with SAINT, SAINTE or ST as follows:

ST, space, remainder of surname, comma, first name, space, middle name or initial, comma, suffix (if applicable)

Example

ST JOHN, LEE L