Procedure for Current Students to Change Legal First Name to Non-Legal First Name

St. Olaf College recognizes that some people use a name other than their legal first name to identify themselves. As long as the use of this changed name is not for the purpose of misrepresentation, the College allows students to use a first name different from the legal name on certain college records.

Please email the Registrar’s Office, registrar@stolaf.edu, to request to have a changed first name instead of a legal first name reflected within specific college records.

Please note that changing your first name for certain records does not change your legal name with St. Olaf College altogether. Below is a listing of the areas in which your first name will and will NOT appear (once changed):

**CHANGED First Name Will Appear**
- Alumni Office records
- Athletic Team rosters
- Co-Curricular rosters and programs
- St Olaf Gmail
- St Olaf Online directory
- Class rosters
- Commencement program
- Dean's List
- Diploma
- Faculty Advisee lists
- Food Service
- Honors Day program
- Library Records
- Major/Concentration/Emphasis lists
- Moodle
- Resident Life staff rosters
- Student ID card
- Post Office
- Print Center

**LEGAL First Name Will Remain**
- Tax documents
- Financial Aid and Billing
- Official (and Unofficial) Transcripts
- Paychecks
- Registrar’s Office Records
- Study abroad (travel documents, etc)
- Transfer Credit Evaluations
**LEGAL First Name Change Procedure**
Current students must set up an appointment with the St Olaf Registrar’s Office to request to have a LEGAL name change reflected within all college records.

To legally change your name, bring one of the following required documents:
- Social Security card
- Driver’s License
- Court Order
- Passport or Visa

Once the legal name has changed, we can issue a new transcript and replace a diploma at no charge, when requested.