

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.