



University of Redlands

Preferred Name Change FAQ

1. What should I expect once my request has been submitted?

After submitting the online request form for a preferred first name change, you will receive an email confirming receipt of your name change request, and you will be prompted to schedule an in – person meeting. Following your meeting with a University liaison, your request will be forwarded to Information Technology Services (ITS). Once processed the change will be reflected on class and grade rosters, advisee listings, MyRedlands, Moodle, your email display, and your login name. The University will continue to use your legal first name within your academic record, diploma, official transcripts, enrollment verifications, financial record, and in most third-party database systems.

2. How long does each step of the process take?

After submittal of the online request form, you should receive a confirmation email with a meeting request within two business days. Once the meeting has occurred, you should expect the changes to be reflected as noted above, within ten business days.

3. What should I do if I cannot attend or do not feel comfortable attending an in-person meeting?

If for any reason you are unable to attend an in-person meeting, when responding to the confirming email noted above, simply suggest alternative ways to communicate to minimize your concerns or discomfort. Your liaison will do their best to accommodate your request.

4. How can I get my student ID changed?

If you want your preferred name reflected on your student ID, once the change is reflected in the ways described above, please visit the Student Affairs suite on the second floor of Hunsaker University Center. When receiving a new ID following a name change, a replacement fee is not applied.

5. Who should I contact if I have further questions or if changes are not happening in the expected time?

Your best point of contact is the person who reached out to you in response to your submitted request. They will serve as your liaison and ally from start to finish. If you encounter technology challenges following confirmation that your requested changes have been made, complete an ITS work order and let your liaison know you have done so.

To complete the *Preferred Name Form* please visit [this link](#).