



Registration and Records

Preferred First Name Change Request

Instructions

This form allows all students to designate a preferred first name for use in some HFC systems, documents, and communications. A student's last name (surname) will remain unchanged. Please complete the below form and return, in person, to the Welcome Center. A valid HFC Student or State ID must be presented for documentation.

HFC reserves the right to deny or remove a preferred name if it contains inappropriate or offensive language, or is used for the purposes of misrepresentation or fraud. A valid preferred first name is limited to alphabetical characters, a hyphen (-), and a space.

Print all information clearly in the spaces provided below. Incomplete forms may delay processing.

Student Information

HANK ID Number: _____ Phone Number: _____

Legal Last Name: _____

Legal First Name: _____

Preferred First Name: _____

By providing your signature below, you acknowledge that HFC will continue to display your legal name in some HFC systems, including HFC official records, including but not limited to, academic transcripts, certifications, diploma, financial aid and student accounting.

Signature: _____

Date: _____