

# Changing Your Name?

Here is a helpful guide to changing your name with various offices on campus. If you have questions or concerns, please contact the Dean of Students office ([dos@gustavus.edu](mailto:dos@gustavus.edu)) and we will help guide you through the process!

OFFICE/SERVICE	WHAT TO DO	CONTACT
Academic record	Contact the Registrar's office to initiate the request. The Registrar needs legal documentation to change the official record for the College. You can present the document in person (a copy will be made) or scan and send a copy. <b>This is the only process on this document that requires legal documentation.</b>	Registrar's Office ( <a href="mailto:registrar@gustavus.edu">registrar@gustavus.edu</a> )
Online profile (aka "The Grib") and Preferred Name	You can control the information you share in the online directory. Go online to enter how you want information to be viewed by the campus community. The name you enter in the "Nickname" box should then show up in most places on campus when info is pulled from our information systems. Note: "Chosen Name" and "Nickname" are two separate fields, and you are able to change both. If you want to be sure your legal name is not displayed, we suggest changing both of those fields.	<a href="http://gustavus.edu/account/basic">gustavus.edu/account/basic</a>  (If you have specific questions or are having difficulty changing any of the settings, please contact Brienne Twaddle at <a href="mailto:btwaddle@gustavus.edu">btwaddle@gustavus.edu</a> )
ID/Three Crowns Card	Email Paul Matzke to notify him that you would like your ID card to reflect your new name. Include your new name and ID number in the email. You can also choose to have a new photo taken. There is no charge for this process.	Paul Matzke – Dining Service ( <a href="mailto:pmatzke@gustavus.edu">pmatzke@gustavus.edu</a> )
Email address/username	Contact Brienne Twaddle to initiate the request. The change will take about a week since significant coordination is needed across multiple platforms. This may take longer to do in the middle of a semester.	Brienne Twaddle - GTS ( <a href="mailto:btwaddle@gustavus.edu">btwaddle@gustavus.edu</a> )
Post Office	Change your preferred name in the College's information system (see above). Contact Karen Yess to provide information about your new name if you think you may still receive mail/packages under previous/dead names.	Karen Yess – Print & Mail Services ( <a href="mailto:kyess@gustavus.edu">kyess@gustavus.edu</a> )

**Note:** While most offices pull information from a centralized system that tracks preferred name and legal name, we recognize that some offices/departments may have outdated information or may not have access to the centralized College data system. And, depending on when during the year you make a request, the change could take some time. Therefore, you may find yourself having to update those offices individually when utilizing services (e.g. If the Career Development Center established a relationship with you under your previous/dead name but then don't utilize their services again until after a name change, you may have to update them individually so they are aware).

**Helpful Resources:**

- Legal name changes in Minnesota: Check out [Info](#) about the process. You can also contact the Nicollet County court at 507-934-7850 in inquire.
- Gustavus Counseling Center LGBTQ+ resources: <https://gustavus.edu/counseling/RESOURCES/LGBTQ+Students.php>
- Out Front MN: <https://www.outfront.org/>
- National Center for Transgender Equality: <https://transequality.org/>