

Procedures for Implementing the Preferred Name Policy & Legal Name/Gender/SSN Changes

New Mexico Institute of Mining and Technology
Socorro, New Mexico 87801

Updating NMT Official Records with a Legal Name and/or Preferred Name Change:

Students who have legally changed their name and/or those students who want to make a preferred name change may update their student record with the Registrar's Office. The student must submit a petition for a Legal Name Change or Student Information Change (below) and two of the following documents (one of which must be a government-issued photo ID). In addition to the photo ID, you will need to provide at least one of the following:

- Social Security or Tax Identification Number card
- Passport
- Marriage License
- Court Order
- Additional government-issued ID (such as a military ID)

I. Petition to Establish a Preferred Name

If a student prefers that New Mexico Tech use the student's preferred name in all NMT communications (e.g., email, phone, mail, etc.), the student must submit a petition to the Registrar's Office. The student must submit a petition for a Preferred Name Change and two of the following documents (one of which must be a government-issued photo ID). In addition to the photo ID, you will need to provide at least one of the following:

If a student's Preferred Name is not displaying correctly, please contact the Registrar's Office.

II. Timeline for Processing a Preferred Name Change Request .

Changes received during a term will be processed for the beginning of the subsequent term in the *Banner* student system. To ensure sufficient time for the Registrar's Office to coordinate the change a petition for a Preferred Name Change should be submitted at least three weeks prior to the start of a Fall and Spring term and two weeks prior to the summer term.

When a request to establish a preferred name is approved, the University will work to ensure internal systems and documents reflect the preferred name in a timely fashion. The University maintains and utilizes multiple systems and applications. Every effort will be made to adjust the information contained in these systems to reflect the request within a reasonable timeframe, ideally within two weeks of e7(ai)3(ns)-2(and)11(ut)hin tw

https://www.nmt.edu/registrar/Legal_namegenderSSNChange.pdf), along with proof of name change to the Office of the Registrar.

IV. Other Related Policies and Documents

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student educational records. FERPA identifies certain student information that is considered directory information, including the student's name.

Directory information as identified by FERPA:

- Name
- Address
- Email address
- Telephone number
- Dates of enrollment
- Enrollment status
- Major
- Advisor
- College
- Class (freshman, sophomore, junior, senior)
- Academic awards/honors
- Degree awarded

If students

VII. Questions and Contact Information:

Students may contact their registrar's office at registrar@nmt.edu.