

Treasure Valley Community College (TVCC) permits students to identify the preferred name they would like to be called in classroom settings and when interacting with college employees, in-person, or online.

Information Regarding Changing Your Legal Name/Preferred Name

When you update your legal/preferred name, you agree to all of the following:

- You have not provided a name with an intent to impersonate someone else, to deceive, or to defraud
- Your updated name may be used in any Treasure Valley Community College system
- Your legal name and prior versions may appear on official records/communications and be visible to staff
- Your full legal name and prior versions may need to be used for verification purposes
- Hate speech, inappropriate language, or repeated frequent use of this feature may bar you from changing your preferred name, at the College's discretion

Current Student Information

Student ID Number: _____

Full Legal Name on File: _____

First Name

MI

Last Name

Preferred Name Change

You can submit your preferred name change to studentservices@tvcc.cc from your student email or in the Student Services Center. If submitted in-person, a photo ID will be requested to verify your identity.

New Preferred First and Last Name: _____

First Name

MI

Last Name

Legal Name Change

Legal name changes must be done in-person at the Student Services Center. A photo ID with your prior or new legal name will be requested to verify your identity in addition to one of the documents listed below.

Updated Full Legal Name: _____

First Name

MI

Last Name

Document Received - For Office Use Only		
<input type="checkbox"/> Marriage License	<input type="checkbox"/> Divorce Decree	<input type="checkbox"/> Driver's License
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Other – Document Type: _____	
Verified By: _____	Date: _____	

Is there any other personal information you would like us to update? (Optional)

Personal Email: _____

Phone Number: _____

Mailing Address: _____

Signature _____ Date: _____

Please allow 2-3 business days for processing and to be reflected on MyTVCC. If your request cannot be processed, you will be notified through your TVCC email.