



Admissions & Records

3600 Workman Mill Road, Whittier, CA 90601

www.riohondo.edu/admissions email: admissions@riohondo.edu

Preferred Name Request

Legal Name: _____
Last First MI

Student ID: _____

Email _____

Phone: _____

Preferred First Name: _____

Beginning in Spring 2021, any student at Rio Hondo College can indicate their preferred first name regardless of whether or not they have legally changed their name. **Indicating a preferred name will only change your name as it appears on a course roster and in Canvas.** Your legal name will still appear on all official documents including but not limited to; Rio Hondo email address, Official Transcripts, and financial aid documents. There is a separate form to update your student information, including your legal name.

Rio Hondo reserves the right to remove a preferred name if it contains inappropriate or offensive language, or is being used for misrepresentation.

Preferred Name Change Request:

1. Scan and email a signed copy of this form along with a copy of your Rio Hondo College Student ID card or other official photo ID (i.e. driver's license, California ID card, etc.) to admissions@riohondo.edu.
- OR
2. FAX a signed copy of this form along with a copy of your current Rio Hondo College Student ID card or other official photo ID (i.e. driver's license, California ID card, etc.) to 562-463-3153.

I have read and understand the above information and hereby request the preferred name listed to be used on course rosters and in Canvas.

Student Signature: _____ Date: _____