# UNLV

Students who have a legal change of name should submit the Change of Personal Identification Data Form located on the Registrar Website at unlv.edu/registrar/forms. The form and supporting documentation can be submitted online to registrar@unlv.edu or in person to SSC-C.

Students who want to add additional names (Preferred, Degree, etc) can add/edit names in MyUNLV. Once you add a new name type it cannot be deleted, only edited.

1. From the Rebel Student Homepage, select the Personal Information tab
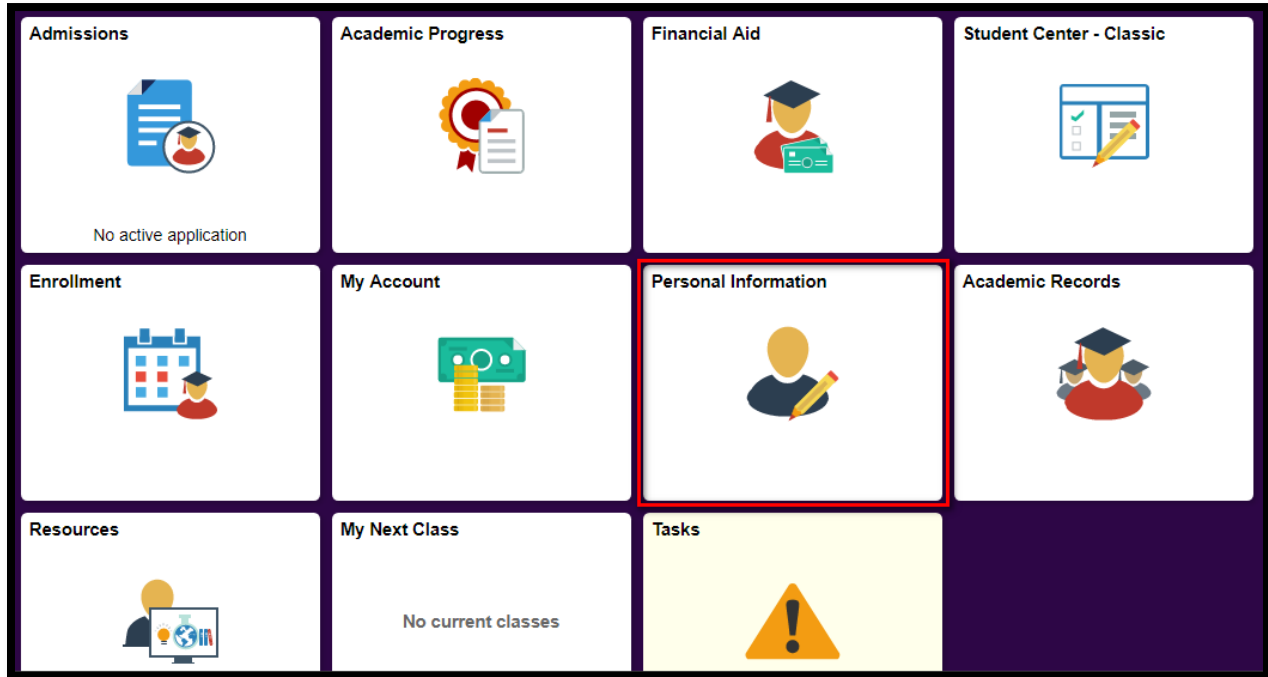
a. Select Personal Details from the menu on the left
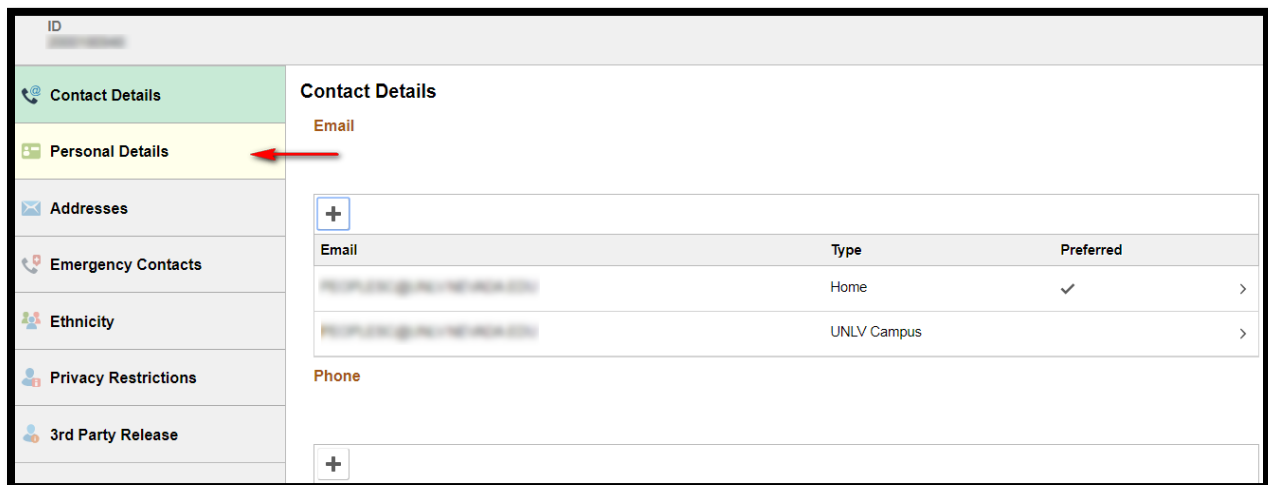
i. If you are using a mobile device you may have to expand the menu by clicking the blue bar on the left side of the page

2. If you are Adding a new name click the plus sign

a. Select the name type from the drop down menu

i. Preferred names will display on class and grade rosters
ii. Degree names will be printed in the commencement bulletin and on your Diploma
iii. The Application name appears on your admission documents
iv. Only the Primary name will show on your transcripts
1. Primary names can only be changed with the Request to Change Personal Identification Data form

b. Enter in your preferred/degree name and click save

i. Please note: if you are adding your middle name it will not display in MyUNLV on your name list
   1. It will be printed on the diploma and commencement bulletin (If it is a degree name) and on the class and grade rosters (if it is a preferred name)

3. If you are editing an existing name, select it from the list

a. You will not be able to edit the fields in the Primary name. Only Preferred and Diploma names can be edited
b. Make the edits to your name and click save