Name Change Information

**For Students:**
To change your name, you must present or fax one of the following documents showing your new name to the Office of the Registrar: Driver’s License, Social Security Card, Marriage License or Divorce Decree. Address is 207 Uptown E. 5th Street, Fax number is 252-328-4232. **Student Employees should follow Employee instructions below.**

**For Employees:**
To change your name, please bring or fax your Social Security Card showing your new name to Human Resources Information Systems (HRIS) in the Human Resources building, 210 E. First Street. Fax number is 252-737-5818. Name changes are updated monthly and name change requests should be submitted no later than the 1st of each month.

If you use a different first name or nick name and would like to have that **Preferred Name** used in the E-Mail Directory submit your request via e-mail to HR_IPS@ecu.edu.

To change the way your last name appears in the E-Mail Directory, you may request a **Professional Name** by submitting a request to the IT Help Desk at Help Desk Online. **NOTE:** These requests will only change the appearance of your name in the address book, not your official name in Banner or your official e-mail address in Outlook.

For information regarding name changes and your Social Security card, please visit the local Social Security Administration office or Social Security Online.