

## Updating Name, Address and Contact Information

Formatted: Heading 2

### Updating Name, Address and Contact Information

Prior to July 1, please record changes to your name, address or contact information through the AMCAS system. Helpful instructions are available at <https://students-residents.aamc.org/applying-medical-school/article/amcas-postsubmission-actions/>.

After July 1, please record your name change, address or contact information directly with UCLA via [MyUCLA](#). For legal name changes after July 1, you will also need to complete and submit the “Legal Name Change or Correction” form to DGSOM, which can be found here: <https://medschool.ucla.edu/current-forms>.

### Preferred First Name

Students may request to use a preferred first name on their Medical Student HealthCare Identification Badge (BruinCard) and other student records. The term “preferred name” refers to a name that an individual wishes to use that differs from their legal name on certain DGSOM related records. A preferred first name can only be used in place of a student’s first name.

The University reserves the right to remove or deny the preferred first name request if inappropriately used. This includes, but is not limited to, names using foul or inappropriate language, names submitted to avoid a legal obligation, or to create misrepresentation.

### How to Request a Preferred First Name at DGSOM

1. Submit preferred first name request to the [UCLA Registrar’s Office](#) via [MyUCLA](#). Use the Settings tool to start the process.
2. After approval by the UCLA Registrar’s Office (which may take up to three business days, or longer during high-volume periods) complete and submit the [DGSOM Preferred First Name Request Form](#), along with a copy of the Preferred Name Approval auto email received from the main campus Registrar’s Office, to the Student Affairs Office via email at [DGSOM Registrar](#).

### Where will my preferred first name appear after the request is processed by the School of Medicine?

Your preferred first name may be reflected in the following areas, upon your request:

- Class rosters
- Medical student ID badges
- Mednet email display name

