



### Preferred Name Request Form

Please submit this form:

(1) For Employee - Human Resources Department located South Hall Room 112

(2) For Student - Registrar's Office located Colstan Hall Room 513

**CURRENT LEGAL NAME** (Please Print): \_\_\_\_\_

CUNYfirst EMPLID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Expected Graduation Year (if applicable): \_\_\_\_\_

I request that the following name be recorded as my Preferred Name in the College's System:  
*(Please note that only first and/or middle names may be requested. Please select names that you would be comfortable using in the classroom and other CUNY settings.)*

Preferred Name\*:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

\* Please initial here \_\_\_\_\_ to indicate you have read and understand the following:

While CUNY recognizes the importance that a change of name might have to employees/students during their time with the University a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, employees/students may identify a preferred name to be recorded in the College's system. Documents and records that may display a preferred name include, among other things, course rosters, college identification cards, college email addresses, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript students must follow the instruction on the Name Change Request form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form.

\_\_\_\_\_

Requestor's Signature

\_\_\_\_\_

Date

**INTERNAL USE**

Date Received \_\_\_\_\_

Processed by \_\_\_\_\_

Date Processed \_\_\_\_\_