

Request to Use a Non-Legal Name (Preferred Name) for Specific CUNY Law School Documents

This form is for students who wish to request the use of a non-legal Preferred Name. A "preferred name" allows the use of a different first name and/or middle. It does not allow students to use a different surname, family name or last name. The "preferred name: will replace the legal first name and/or middle name only on the following:

- Class Rosters, The Picture Book, Student ID Card, Email, in alias format, Class Photograph Board, Mailboxes, General internal uses when legal names are not required

The legal name will appear on all other documents, including but not limited to: transcripts, diplomas and grade reports (both unofficial and official), financial aid information and correspondence, and registration materials.

Please complete the requested information and return the completed form to the Office of Registration & Student Records Management (4-109).

- 1. Full Current Legal Name:
2. Graduation Year (Expected):
3. I request that the following name be recorded as my Preferred Name in the Student System:

First Middle

*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.

- 4. Email address: 4. CUNYfirst ID #

Read the following information and sign below:

- a. I represent that I am not seeking a "preferred name" for deceptive or unlawful purposes.
b. The information on this form will be held in confidence to the extent possible and to limitations set by law or University policy, but complete confidentiality cannot be guaranteed.
c. The information on this form may be shared with school officials on a need-to-know basis and whenever required by law or whenever it is deemed necessary to avoid confusion between legal and non-legal names.
d. While CUNY recognizes the importance that a change of name might have to 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, students may identify a preferred name to be recorded in the student system. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student 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. To change the name that is displayed/reflected on an official academic record, diploma, or transcript, students must follow instructions on the Name Change Request form available at the Registration Office. Official and legal name changes require specific documentation outlined on that form.

I affirm that I have read and agree with the above statements:

Student Signature: Date:

Office use only:

Name change processed by: Date: