

# Preferred Name Request Form



While on campus, students may elect to use a name other than their legal name. The legal name will still be used for official transcripts, financial aid documents, payroll, and other instances where a legal name is required by law or college policy. A preferred name can be utilized through a Canvas display name and on college issued student ID cards. This option is available to all SPSCC students.

## What is considered a preferred name?

- A middle name instead of first name
- An abbreviated name (Rob instead of Robert, Manny instead of Emmanuel)
- An Anglicized name (Wendy instead of Haiyan)
- A name to which you are in the process of legally changing
- A name that better represents your gender identity

*You may not use your preferred name to misrepresent who you are, nor may you use any profane or offensive language in your preferred name. Your preferred name is ultimately subject to approval by college administration, and those who intentionally and egregiously misuse the preferred name option may be subject to disciplinary action.*

Legal First Name \_\_\_\_\_ Legal Last Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Preferred First Name \_\_\_\_\_

I would like to use my preferred first name on my Canvas account as well:  Yes  No. Just my ID.

## Please sign here to indicate that you have read and understand the following:

Signature (legal name) \_\_\_\_\_

In some instances, students' legal names must always be used regardless of whether preferred names are used for Canvas or on student ID cards. Legal names will always appear on all external use reports and documents including, but not limited to, grades, hiring paper work, paychecks, accounts payable checks, student billing, financial aid forms, tax forms, official college transcripts, official diplomas, and any other documents required by law. Legal first names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the Office of the Registrar.

If students are using a preferred name in the campus system they must be prepared to use their legal name and identification in all instances where legal identification or official information is necessary. In addition to the areas noted above, a SPSCC ID card that displays a preferred name cannot be used as a valid form of identification where it is normally accepted such as in DHS I-9 hiring forms, and in some states for voter check-in during official elections. All students with a preferred name on a college ID card are encouraged to obtain a legal State ID, driver's license, international ID, and/ or a Federal Passport for identity verification purposes when needed.