

# Chosen Name Change 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 chosen name can be utilized through a Canvas display name and on college issued student ID cards. This option is available to all SPSCC students. A chosen name only applies to a student's first name.

## What is considered a chosen name?

A chosen name is a name that a student would like to be known by in the college community that is different from a student's legal name. Examples:

- Using middle name instead of first name
- An abbreviated name or nickname (Rob instead of Robert, Manny instead of Emmanuel)
- 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 chosen name to misrepresent who you are, nor may you use any profane or offensive language in your chosen name. Your chosen name is ultimately subject to approval by college administration, and those who intentionally and egregiously misuse the chosen name option may be subject to disciplinary action.*

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

Student ID Number \_\_\_\_\_ Chosen First Name \_\_\_\_\_

I would like to use my chosen first name on my Canvas account as well:  Yes  No

In some instances, students' legal names must always be used regardless of whether chosen 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 chosen 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 chosen 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 chosen 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.

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

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