



CSCU



**Request for Usage of a Preferred First Name or Used Name**

**Directions:** Complete form and present it and photo ID to a staff member in the institution’s Office of the Registrar. All reasonable request will be granted. This form will change the applicant’s first name on all institutional documents and records other than official documents such as credentials and transcripts. Documents and records that may display a preferred or used name include, among others, course rosters, identification cards, email addresses, and honors, awards and prizes issued by the institution. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records. Sign the form after presentation to Office personnel.

**Personal Information**

Student ID Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Legal Name as it appears now on records \_\_\_\_\_

Requested Preferred First Name or Used Name \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

*I affirm that I am the above named person and that the information presented is true.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Received and Verified by \_\_\_\_\_ Student Folder/Records Changed \_\_\_\_\_

Notations \_\_\_\_\_

Student Notified of Change \_\_\_\_\_ Internal Notifications \_\_\_\_\_

Comments \_\_\_\_\_