



Preferred Name Request Form

Instructions: Please fill out all sections of this form. The form must be initialed, signed, and dated by the student before it is submitted. Students must provide state or federally issued photo ID at the time this form is submitted.

**This completed form and photo ID must be submitted to the Registrar’s Office (M133).
Incomplete forms will not be processed.**

Legal First Name _____ Legal Last Name _____

Student ID Number _____

Preferred First Name _____

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.

IMPORTANT INFORMATION REGARDING PREFERRED NAMES ON STUDENT RECORDS

While Medaille recognizes the importance that a change of name might have to students during their time with the College, 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 Banner 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 College. A preferred name will not be reflected on, among other things, a student’s official academic record, diploma, or transcript. In some instances, students’ legal names must always be used regardless of whether preferred names are used for Banner or on student ID cards. Legal names will always appear on all external use reports and documents including, but not limited to, official academic records, hiring paperwork, 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.

Please sign here to indicate that you have read and understand the information contained in this form:

Signature (legal name) _____

Date _____

*IF THIS AREA IS NOT SIGNED AND DATED, YOUR REQUEST **WILL NOT** BE PROCESSED.