

# Student – Preferred Name Request Form



Students at Lycoming College can indicate their preferred name to the College community regardless of whether or not they have legally changed their name or are choosing to use a nickname or a derivative of their formal name. Before submitting this form student should read the Preferred Name Request Form.

Send the completed form to the Vice President for Student Life and Dean of Students for review and processing. The Vice President for Student Life and Dean of Students may request a meeting with the student submitting the request. Inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. Acknowledged Preferred Name Request forms will be forwarded to the Registrar's Office in order to update the student's record

Completing this form will start the request process.

Places Where a **Preferred Name** will be Used:

- Degree audit reporting system
- Grade reports
- Advisee Lists
- Unofficial Transcripts
- Library sign-out process
- Directory Listing (unless you have chosen FERPA Exclusion)
- Class Rosters

Places Where **Legal Name** will be Used:

- Student accounts
- Financial aid
- All tax documents
- Responses to enrollment inquiries such as verification requests (unless you have chosen FERPA Exclusion)
- Official transcripts
- College of Education teacher certification records
- Paychecks, W-2s and other payroll records
- Employment documents
- Employment verifications
- Benefits enrollment

Please Note: preferred name is used solely for Lycoming College's internal systems; external systems (such as home-town newspapers, official transcripts, enrollment verifications, etc.) will continue to use your legal first name.

<b>Legal Name</b>
Last, first, middle initial

<b>Preferred Name</b>
Last, first, middle initial

Signature of Requestor	Date
Student ID Number	
Email Address	Phone Number
Would you like your primary email address to reflect your preferred name? <b>Yes or No</b>	
<i>(Your existing email address would become your secondary email address. All email is delivered to the primary email Inbox.)</i>	

For Office Use Only

<b>This section completed by the Vice President of Student Life and Dean of Students</b>	
Request Acknowledged By:	Date:

<b>This section is to be completed by Registrar</b>	
School Records Updated By:	Date:

Students should return this form to Dr. Dan Miller, Vice President of Student Life and Dean of Students, Long Hall Rm 102 or electronically, millerda@lycoming.edu.