



Community College

Office of the Registrar - Division of Student Affairs

Preferred Name Request

IMPORTANT: Submit this form to the Registrar's Office, room C-107.

PLEASE PRINT CLEARLY

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CURRENT LEGAL NAME

CUNYfirst EMPL ID#

_____ Last Name

_____ First Name

_____ Middle Name/Initial

GRADUATION YEAR (Expected): _____

I request that the following name be recorded as my Preferred Name in the Student System:

Preferred Name*:

_____ First Name

_____ Middle Name/Initial

***Please note that only first and/or middle names may be requested. Please select names that you would be comfortable using in the classroom and other CUNY settings**

While CUNY recognizes the importance that a change of name might have to students during their time with the University, 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 student system. No documentation is required to have a preferred name recorded. 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 University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript. To change the name that is displayed/reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form.

Please initial here _____ to indicate you have read and understand the paragraph above.

Student's Signature: _____

Date: ____/____/____

Signature from Pick-up: _____

Date: ____/____/____

Office use only

Processed by: _____

Date: ____/____/____

Original – Registrar's Office

Yellow copy – Student

ADDRESS: 31-10 Thomson Avenue
Long Island City, NY 11101

PHONE: 718-482-7200
WEB: www.laguardia.edu



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