



LaGuardia Community College - Office of the Registrar

Preferred Name Request

IMPORTANT: Submit this form to the Registrar's Office, email at registrar@lagcc.cuny.edu

PLEASE PRINT CLEARLY			<div style="border: 1px solid black; width: 100%; height: 20px;"></div>					
CURRENT LEGAL NAME			CUNYfirst EMPL ID#					
Last Name			First Name			Middle Name/Initial		
GRADUATION YEAR (Expected):								
<hr style="border-top: 1px dotted black;"/>								
I request that the following name be recorded as my Preferred Name in the Student System:								
Preferred Name*:								
<div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;">First Name</div><div style="width: 45%; text-align: center;">Middle Name/Initial</div></div> <hr style="border-top: 1px dotted black;"/>								
*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								
<p>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, or transcript (visit https://www.cuny.edu/preferredname for a list of CUNY applications affected by a preferred name change). Any request to use a preferred name in an email address, diploma and/or Student ID card should be checked below. To change the name that is displayed/reflected on official academic record, or transcript students must follow the instructions on the Personal Data Change Request form visit the Registrar's Office web page. https://www.laguardia.edu/uploadedfiles/main_site/content/registrar/docs/preferrednamerequestform.pdf. Official and legal name changes require specific documentation outlined on that form.</p>								
Please initial here to indicate you have read and understand the paragraph above.								
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;">Student Email Address</div><div style="width: 30%;"></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 60%;">Student ID Card</div><div style="width: 30%;"></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 30%;">Diploma</div><div style="width: 35%; text-align: center;"><i>Student's Signature:</i></div><div style="width: 30%; text-align: center;"><i>Date:</i></div></div>								
Registrar's Office use only								
<div style="display: flex; justify-content: space-between;"><div style="width: 60%; text-align: center;"><i>Processed by:</i></div><div style="width: 30%; text-align: center;"><i>Date:</i></div></div>								

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