SUNY ONEONTA

PREFERRED FIRST NAME REQUEST

To request a preferred first name, bring this form to the Registrar's Office at 130 Netzer Adminstration Building along with your college ID.

Your preferred first name will be used in place of your legal name on class rosters, grade rosters, advisee listings, myOneonta, email display and Blackboard. Students' preferred first names also may appear in college promotional materials, news releases and related systems.

The college will continue to use your legal first name within your academic record, on your college ID, diploma, official transcripts, enrollment verifications, financial record, and in most third-party database systems.

LEGAL NAME:

A | | | | | | | | |

College ID

_____

Last Name First MI

_____ _____

Local Address: Street Apt. No. E-mail

_____ (_____) _____

City State Zip Code Telephone Number

PREFERRED FIRST NAME:

_____

_____

Signature **(REQUIRED)** Date

SUNY Oneonta recognizes that some community members wish to use a first name otherthan a legal/primary first name to identify themselves in daily use. SUNY Oneonta permits use of preferred names as long as the use of this different first name is not for the purpose of misrepresentation. The college extends this accommodation in order to help foster a more welcoming, supportive and respectful campus climate for all of its students.

Your preferred name can be changed no more than once an academic year and twice during your tenure at Oneonta.

This process does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY Oneonta. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.

Processed By:_____ Date:_____

Registrar's Office

08/17