



CITY UNIVERSITY OF NEW YORK

PREFERRED NAME REQUEST FORM

CURRENT LEGAL NAME (Please type or print):

Last

First

M.I.

DATE OF BIRTH: ____ / ____ / ____
Mo. Day Year

Student ID: _____

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

Preferred First Name: _____

Please initial here _____ to indicate you have read and understand the following:

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. 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 the official academic record, diploma, or transcript students must follow the instructions on the Name Change Request Form available in the Registrar’s Office. Official and legal name changes require specific documentation outlined on that form.

DATE: ____ / ____ / ____
Mo. Day Year

SIGNATURE: _____