



CSCU



QUINEBAUG VALLEY
COMMUNITY COLLEGE

Request for Usage of a Preferred First Name or Used Name

Directions: Complete form and present it along with a photo ID to a staff member in the institution's **Records Office**. All reasonable request will be granted. This form will change the applicant's first name on all institutional documents and records other than official documents such as credentials and transcripts. Documents and records that may display a preferred name include, among others, course rosters in MyCommNet, identification cards, email address, and honors, awards and prizes issued by the institution. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records. Sign the form after presentation to Office personnel.

Personal Information

Student ID Number _____ Birth Date _____

Legal Name as it appears now on records _____

Requested Preferred First Name or Used Name _____

Current Address _____

City/State/Zip Code _____

Phone _____ Email Address _____

I affirm that I am the above named person and that the information presented is true.

Student Signature _____ Date _____

Office Use Only

Receive/Copied/Verified by _____ Student Folder/Records Changed _____

Notations _____

Student Notified of Change _____ Internal Notifications _____

Comments _____