

### **Request for Usage of a Preferred First Name or Used Name**

Students may prefer to use a first name that differs from their legal, documented name and/or that matches their gender identity or expression. All colleges in the Connecticut State University System now provide students with the opportunity to declare a preferred first name. The preferred name will appear on all institutional documents and records other than official documents. 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. Legal names will appear on transcripts and credentials, payroll and student employment records, and financial aid documents. Students applying for graduation may use their preferred name on their diplomas.

For assistance in specifying a preferred name, visit the Records Office in the Student Affairs suite, C151.

For more information, contact:

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Student Affairs Office C151F

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*Adopted August 2017*