



## Preferred Name Change Request Form

Under certain circumstances where student safety or productivity may be at risk through disclosure of the student's legal first name, this form provides a process by which a preferred first name may be created. This preferred name will not affect the legal name being displayed through MyKU and other official records. The preferred name is applicable only for auxiliary systems such as KUnited, D2L, etc.

Current Legal Name: \_\_\_\_\_  
  First  M.I.  Last

Student ID Number: \_\_\_\_\_ KU Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
  Street  City  State  Zip

Requested Preferred Name: \_\_\_\_\_  
(ONLY A STUDENT'S FIRST NAME MAY BE REQUESTED)

Student Status: \_\_\_\_\_ UG \_\_\_\_\_ GR \_\_\_\_\_ UG Non-Degree \_\_\_\_\_ GR Professional Credit

I do not wish to have my preferred name used outside of the University (eg. News releases, Dean's List, Graduation List, etc.).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Requests are to be submitted to the Office of the Registrar.  
115 Stratton Administration Center**

### **Office Use Only**

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Approved:

Rejected:

Action Date:

Preferred first names will be used in the following systems and records:

- Student Identification Cards\*\*
- Official Student Email Display Name (The I.T. Office will contact you to make the change)
- Address and display
- Diploma
- Class and Grade Rosters
- Housing Rosters
- D2L
- KUnited
- Most Student Center Navigation Panes
- Other Venues, as appropriate
- Newspaper articles, merit badges, university social media and other publicity formats will also use the preferred name, unless otherwise requested to the University Relations office.

Legal names will continue to be used for official university records including, but not limited to the following:

- Legal Documents and Reports Produced by the University
- Student Account Statement (Bills)
- Financial Aid and Scholarship Documents
- Transcripts
- Enrollment Verifications
- Degree Verifications
- Student Employment Documents
- Employment Verifications
- Employment Documents
- Paychecks, W2s, and other Payroll documents
- Benefits Enrollment.

A student is permitted to make one preferred name request during the student's career at Kutztown University. Extenuating circumstances that require an additional change will be reviewed by the Registrar

Any appeals for denial may be addressed to the Vice President for Enrollment Management and Student Affairs.

\*\* ID cannot be used as official identification off campus