

SUNY-ESF

Chosen/Preferred First Name Procedure

In an effort to formally recognize students who use names other than their legal names on a daily basis, SUNY-ESF is implementing a Chosen/Preferred First Name Procedure through which students can officially notify the College of their preferred name. Through this process, the College will update the student's name on a variety of electronic records and communication systems. Please read below for further information about this procedure and the limitations of changes. If you have any questions, please contact the Division of Student Affairs at (315) 470-6660.

WHAT IS A CHOSEN/PREFERRED NAME?

For the purposes of this procedure, a chosen/preferred name is a first name used on a daily basis that is significantly different from the student's legal name.

WHAT QUALIFIES A STUDENT TO USE A CHOSEN/PREFERRED NAME?

Any student who uses a name other than their legal name, for any reason, is welcome to submit a Chosen/Preferred Name Form. Examples of reasons to use a preferred name include:

- Student's legal name is inconsistent with their gender identity
- Student primarily uses their middle name instead of their first name
- Student goes by a nickname significantly different from their first name
- International students or other students who wish to adopt an English language nickname during their course of study

Note: Nicknames that are common abbreviations of first names (such as "Joe" for "Joseph" or "Kate" for "Kaitlyn") are not covered under this procedure.

HOW CAN I REQUEST A CHOSEN/PREFERRED FIRST NAME CHANGE?

Students who use a chosen/preferred name may submit [this form](#) to the Division of Student Affairs in 110 Bray Hall. Be sure to fill out all fields and sign the form before turning it in. If you have questions or concerns about this process, you can contact the Division of Student Affairs at (315) 470-6660.

WHERE WILL MY PREFERRED NAME APPEAR?

Once this form is processed, your chosen/preferred name will appear in the following places:

- Course lists generated from the ESF Faculty/Staff Portal
- The banner on your personal MyESF page
- All Centennial Hall records except legal contracts (Centennial Hall residents only)
- ESF Vital Information Page

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*Please note that if parent/families have access to your personal MyESF page they will be able to see the same information you can as a student

SUNY-ESF is legally required to use legal names on all legal documents and contracts, including student bills, financial aid information, official and unofficial transcripts, enrollment verification, diplomas, photo ID cards, and other documents. Further, this process can only affect SUNY-ESF generated systems. We cannot make changes to other systems such as Blackboard or the @syr email system.

WHAT IF I WANT TO MAKE A LEGAL NAME CHANGE/HAVE MADE A LEGAL NAME CHANGE?

Students interested in making a legal name change should check the regulations of their home state. For New York, please [click here](#) for more information.

Students who have completed a legal name change should submit documentation to the Registrar's Office in Room 111 Bray Hall. Learn more [here](#).

Once the Registrar has processed your legal name change, it should appear on all future legal documents, including the places listed above for preferred name change (class lists, Trailhead cards, Centennial Hall, and MyESF portal).

FREQUENTLY ASKED QUESTIONS

[To be populated as we come up with them/are actually asked questions]

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Chosen/Preferred First Name Request Form

To request use of a chosen/preferred first name, bring this form to the Division of Student Affairs at 110 Bray Hall along with your college ID.

Your chosen/preferred first name will be used in place of your legal name on ESF course rosters, the MyESF portal, and in Centennial Hall rosters (if applicable). This form does not change your legal name on your academic record, diploma, College ID, financial record, or other such documents requiring your legal name.

LEGAL NAME:

Last Name First MI

Local Address: Street Apt No. Email

City State Zip Code Cell Phone

CHOSEN/PREFERRED FIRST NAME:

Signature (**REQUIRED**) Date

SUNY College of Environmental Science and Forestry (“College”) recognizes that many students, faculty and staff members prefer to use first names other than their legal ones to identify themselves. As long as the use of this preferred name is not for the purpose of misrepresentation, the College acknowledges that a “chosen/preferred first name” can and should be used where possible in the course of College business and education.

All official College correspondence will use your legal name.

Note: the chosen/preferred name is used solely for ESF’s internal systems where applicable. Official transcripts, enrollment verifications, diplomas, third party database systems, and all external communications, such as hometown newspapers (dean’s list announcements), etc., will continue to use your legal name.

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

Disclaimer: This procedure does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY-ESF. 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: _____