

SUNY-ESF

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Disclaimer: This procedure does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY-ESF.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