

<b>REGISTRAR STAFF ONLY</b>
Date Received: _____
Received By: _____
Date Processed: _____

## Preferred Name Request

Students are encouraged to communicate with their instructors, classmates and University staff if they have a preferred name they would like to be addressed by. Students may also choose to complete this form if they would like to formally notify the University of their preferred name.

- The completed form must be submitted in person to the Office of the University Registrar along with a photo ID. Second party or electronic submission of a preferred name request will not be accepted.
- This request will not change a student's legal name with the University, and it will not conceal a legal name from University rosters or records.
- The preferred name can be changed no more than once an academic year.
- Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid legal obligations, may be cause for denying this request.
- The preferred name will be included in CAMS and CANVAS systems but may not be reflected in all areas or modules.
- A preferred name will not appear on official documents, including transcripts and diplomas.
- A preferred name will not update your student ID card, email address or other University system login credentials.
- If your request for a preferred name change occurs during the semester, it is your responsibility to notify your instructor(s) in writing so that grades are assigned properly.
- Please allow up to five (5) business days for processing.

### Student Information:

Student UID: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name as it currently appears on official Florida Polytechnic University records:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

My signature below certifies that I acknowledge the above information and that the information I have provided on this form is true and accurate to the best of my knowledge.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_