

Kutztown University

Preferred Name Change Form

Student Information

Student Name:

Student ID Number:

KU Email:

Instructions

This form is for students to update their first name. Under certain circumstances where student safety or productivity may be a 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 D2L, ENGAGE, Starfish, Accommodate, etc. For further details, please review the university's [preferred name policy STU-036](#).

Complete the information in the following sections

Section 1 Preferred First Name

First:

Select one option if needed for your Middle Name:

Keep Full Middle Name

Keep Just Middle Initial

Hide Middle Name

Section 2 Confidential

For student profiles marked "confidential" neither legal nor preferred name will be used outside the university. If you wish your name to reflect on Dean's List announcements, you will need to message us each applicable semester to release your name.

Would you like your record to be marked confidential?

Yes

No

Section 4 Email display name

Would you like the display name of the Outlook email account changed to reflect your updated name?

Yes

No

Signatures and Date

My signature below authorizes Kutztown University to make changes to the above records.

Student Signature:

Date:

Form Processing

Submit the completed form to the Kutztown University **Office of the Registrar**. A copy will be sent to the student and maintained in the student's official academic record.

Reviewed and Processed:

Date: