



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 D2L, ENGAGE, Starfish, Accommodate, etc. The university's preferred name policy can be found here:

Current Legal Name (first, middle, last):

Student ID:

Requested Preferred Name (only first name may be requested):

- I do **not** wish my legal middle name to display with my preferred first name.
- I do **not** wish to have my preferred name used outside the university.

*In this case, your Student Profile will be 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.

- I do **not** wish my preferred name to display as my Outlook display name for email.

Student Signature:

Date:

Registrar's Office Approval:

Date:

(From the Kutztown University Policy STU-036)

The use of a preferred name is used solely for Kutztown University internal systems and does not change the legal name within Kutztown University. Official records, such as but not limited to, transcripts, degree audits, financial records, W-2 forms, student payroll, enrollment data, financial aid documents, or mailings, will show the legal name of the student.

For clarification:

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

- Student Identification Cards (ID cannot be used as official identification off campus)
 - Fee for new card still applies
- Official Student Email and Display Name
 - The I.T. Office will contact you to make the change – process may take up to 14 days
- Diploma and Commencement Bulletins
 - Unless indicated on the Application for Graduation within “MyKU”
- Class and Grade Rosters
- Housing Rosters
- D2L
- ENGAGE
- 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
- Any PASSHE-related databases or related information