CHOSEN FIRST NAME REQUEST

New Paltz
STATE UNIVERSITY OF NEW YORK

Office of Records & Registration, SUNY New Paltz, 500 Hawk Drive, New Paltz, NY 12561-2439
845-257-3100 email: recreg@newpaltz.edu fax: 845-257-3103

To request a chosen first name, bring this form to the Office of Records & Registration in Wooster Hall 115 along with your college ID or other legal photo ID.

Your chosen first name will be used in place of your legal name on Blackboard and class rosters in my.newpaltz.edu (not in Banner rosters). This form **does not change your legal name** on your academic record, diploma, progress report, or financial record.

Your chosen first name will appear in my.newpaltz.edu in the "You are logged in as" message. In addition, faculty will see your chosen first name when using the following faculty services:

- Advisee listing
- Class rosters
- Final grade submission
- ID Card
- Mid-term evaluations
- Name field for college email address
- Student transcript search page (not the transcript itself)

LEGAL NAME:

Last Name First MI

Local Address: Street Apt. No.

City State Zip Code

N | | | | | | | | |
Student Number

E-mail

( )
Telephone Number

Chosen first name:

First (Your chosen first name will be updated on your email display name)

Signature (**REQUIRED**) Date

Date of Birth _____

FOR OFFICE USE ONLY

☐ Update Complete

☐ Bring form and current ID to WH115

SUNY New Paltz recognizes that many students, faculty, and staff prefer to use first names other than their legal ones to identify themselves. As long as the use of this chosen first name is not for the purpose of misrepresentation, the college acknowledges that a "chosen 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.

Please note: the chosen first name is used solely for New Paltz's internal systems. Official transcripts, enrollment verifications, diplomas, third party database systems, and all external communications, such as home-town newspapers (dean's list announcements), etc., will continue to use your legal name.

Your chosen first name can be changed no more than once an academic year and twice during your tenure at New Paltz.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY New Paltz. Inappropriate use of the chosen first name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.