

Preferred First Name Request

What is a Preferred First Name?

Some students are known by a first name that is different from their legal first name. To accommodate these students, a preferred first name option can be used in select locations. After approval, the preferred first name will appear in Blackboard. Use of preferred first name on your college ID is optional.

Required Use of Legal First Name: In some instances the students' legal name must be used. Legal names will always appear on all external reports and documents including, but not limited to, hiring paperwork, paychecks, account payable checks, student billing, financial aid forms, tax forms, official College transcripts, official diplomas and any other documents required by law. Legal first names can only be changed when students pursue a legal name change with state and/or federal authorities and then submit documentation to the Records Office.

This form must be submitted in person to the Records Office in the 100 Building. The College reserves the right to approve or disapprove preferred first name change requests. After processing, you will receive a confirmation email to your Tunxis student email account from the Registrar's Office.

Student ID # @ _____ Date of Birth: _____

Legal Name

Last First MI

Requested Preferred First Name

Student's Signature

Email Address

Office Use Only:

Date Received _____ Date Entered _____ By _____