



Request to Change Preferred Name and Pronoun

Legal Last Name	Legal First and Middle Name
Student Identification Number	Preferred First Name

Preferred Pronoun Choice (optional)

- He/Him/His She/Her/Hers They/Them/Theirs Ze/Hir/Hirs E/Em/Eir

Preferred first names will only be used for University internal purposes and in cases where legal first names are not absolutely necessary. Examples of where primary/legal first names are necessary include, but are not limited to, student accounts, responses to verification inquiries such as verification of enrollment, financial aid documents, payroll, official transcripts, diplomas, conduct and academic honesty records, and federal immigration documents.

Preferred first names are limited to only alphabetical characters (A-Z and a-z) and a space, hyphen (-) or apostrophe (').

The University will not process request where a) names containing foul or inappropriate language as deemed by the University, or b) names used for the purposes of misrepresentation.

Preferred first name will appear on class rosters the start of a session. Other campus offices with administrative need will be notified including: Enrollment, Academic Advising, Information Technology, and Registration. As with this and other student information and records, staff and faculty are trained on the sensitivity of this information.

USU does its best to educate the campus community about your preference; however, this service should not be construed as a contract that the preferred name and/or gender will be used by the University employees/representatives at all times. It should be noted that the ability to designate a preferred name and pronoun is an opportunity afforded to all students, and does not indicate that someone is a member of a particular group.

Students must pay a fee of \$10.00 if requesting a new student ID using preferred first name. Student IDs with preferred names vs. legal names cannot be used as legal identification. Only one ID per student will be issued at a given time.

I have reviewed the University's policy on preferred names and pronouns and legal name change. I am requesting this change in accordance with this policy. I have received a copy of this form.

I request a new student ID [[Student ID Request](#)].

I request that my current USU email address be updated to match my preferred or legal name change.

Student Signature

Student Signature	Date
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Office Use Only

Approved on Date: _____ Processed By: _____