



Preferred First Name Request Form

Instructions:

1. Fill out the form clearly and completely.
2. Sign and date the request
3. **Students:** submit completed form to the Registrar’s Office, Starbuck 203
Staff & Faculty: submit completed form to Human Resources, Barrett Center

Current

Legal Name:

_____ **Last Name**

_____ **First Name**

_____ **Middle**

Skidmore Identification Number: _____

I request that the following name be recorded as my Preferred First Name* in the College System:

_____ **Preferred First Name**

*Please initial here _____ to indicate that you have read and understand the following:

While Skidmore College recognizes the importance that a change of name might have to members of the College community, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, Skidmore College community members may identify a preferred name to be recorded in certain college systems, such as: “Display Name” in Office 365 (email); Blackboard; and the student directory. A preferred name will not be reflected on, among other things, a student’s official academic record, diploma or transcript or employee official records. To change the name that is displayed/reflected on official employment records, academic record, diploma or transcript, students must contact the Registrar’s Office and employees must contact Human Resources. Official and legal name changes require specific documentation.

Signature: _____

Date: _____