**Request for Usage of a Preferred First Name or Used Name**

**Process / Procedural Guide**

The System’s Policy and that of the Institution, if applicable, are prominently displayed on the Institution’s website at a location frequently visited by students.

Notice of the Policy and its website location may also presented by the Institution on bulletin boards, newspapers, posters and other communications frequented by students.

The Institution’s website page contains an easily accessible link to the readily printable “Request for Usage of a Preferred First Name or Used Name” formwith clear, concise directions, as demonstrated in the System’s template. The institution may instead or also utilize an electronic submission process that confirms the student’s identification.

When presented with a “Request for Usage of a Preferred First Name or Used Name” form, the Institution’s Office of the Registrar staff member should ask the presenting student for a photo ID to verify identity.

Once identity is verified, the staff member should ask whether or not the student has spoken with an institutional counselor, advisor or Office of the Registrar staff member regarding the ramifications of preferred first name or used name usage. If student responds negatively, the staff member is required to ask student if they would like to speak with designated institutional staff before filing the request.

If students wishes to speak with an institutional counselor or advisor, the staff member should make an appropriate referral.

If students does not wish to speak with an institutional counselor or advisor, the staff member should ask the student to sign the Request form, so that the staff member might witness and authenticate the filing of the Request, via a signature check.

In instances of electronic submission of the “Request for Usage of a Preferred First Name or Used Name,” ramifications of preferred first name or used name usage must be incorporated in the institution’s policy statement or related material; and students must be advised of the availability of designated institutional staff for consultation.

Institutions may present students with options as to where they would like the preferred or used name to appear.

Within one week from the filing, the staff member must execute or arrange for the execution of the institution’s preferred first name or used name change process including any required internal notifications and forward notification of the change to the student at both their mailing and email addresses. The institution should inventory the sites at which the name change should be made.