OFFICE of the Registrar
Policies & Procedures

▼ Preferred First Name Procedure

Procedure for the Use of a Preferred First Name or Used Name:
Students will be able to add a preferred first name or used name to their student information profile by submitting a preferred first name request form to update their information. This form can be found on the Registrar’s Office website, and is also linked to from the CCSU LGBT Center, and the Office of Diversity and Equity webpages. When submitted, this preferred first name or used name will replace your legal name as it appears on course lists, advising/unofficial transcripts (inside WebCentral-Banner Web), honors, awards and prizes, Blackboard, CCSU student email and directory, the CollegiateLink, and, upon request, can be updated on the BlueChip ID card.

The Office of the Registrar will make every effort to process requests for preferred first name or used name changes within two business days. After processing, the Registrar’s Office will send a confirmation email to the student with final instructions for completing the information change process and instructions for obtaining an updated BlueChip ID card. Students should retain this confirmation email for their records.

Use of a preferred first name or used name on the BlueChip photo ID card is optional. If a student decides to use a preferred first name or used name on their BlueChip Card, they must visit the Card Office and complete a BlueChip Replacement Form using their preferred first name or used name on the form. They must also present their confirmation email which will include a fee waiver notice. The fee waiver will only apply upon surrender of their original BlueChip ID card. Replacements thereafter will be subject to standard fees.

CCSU has endeavored to display preferred first names or used names to the University community where feasible and has made a good faith effort to update the systems that are designated to use a preferred or used name. In the event that your preferred first name or used name is not displaying correctly, please contact the Office of the Registrar.

Disclaimer:
The University reserves the right to approve or disapprove preferred first name or used name change requests.
**Procedure For Reporting Legal Name Changes**: Legal first names can only be changed on the official documents identified in the Board of Regents’s Use of a Preferred First Name and Execution of Changes to Legal Name by Students policy when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the Office of the Registrar. See the form at the following link:  
[http://docs.ccsu.edu/Change_of_Address_or_Name.pdf](http://docs.ccsu.edu/Change_of_Address_or_Name.pdf)

**Additional Guidance:**

If students are using a preferred or used name in the campus systems they must be prepared to use legal name and identification in all instances where legal identification or official information is necessary. In addition to the areas noted above, a CCSU ID card that displays a preferred or used name cannot be used as a valid form of identification where it is normally accepted such as in DHS I-9 hiring forms, and in some states for voter check-in during official elections. All students with a preferred or used name on a University ID card are encouraged to obtain a legal State ID, driver’s license, international ID, and/or a Federal Passport for identity verification purposes when needed.

The use of a preferred or used name in the University system may also lead to more intensive examinations when seeking certain federal or state security clearances or background checks. You are encouraged to disclose this information to your investigating authorities ahead of time to avoid unexpected discrepancies and delays.

The Offices of Student Affairs and Diversity and Equity and the LGBT Center are available to advise students on the ramifications of preferred first name or used name changes.

Any student found to have abused this service for the purposes of fraudulent representation will be subject to a student conduct investigation.

**Additional Resources:**

- Office of the Registrar
- Change of Student Information (Legal name and/or Address)
- Preferred First Name Request Form
- LGBT Center
- Office of Diversity and Equity
- CCSU Card Office
- IT Help Desk