CT STATE
COMMUNITY COLLEGE

Preferred First Name Request Form

What is Preferred First Name?

Some CT State Connecticut Community College students are known by a first name that is different from their legal first name. This form will change the applicant's first name on institutional documents and records as allowed by law (excluding official documents such as credentials and transcripts) Documents and records that may display a preferred or used name include course rosters, identification cards, email addresses, and honors, awards and prizes issued by the institution. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records. Refer to full policy on "Use of Preferred First Name & Execution of Change to Legal Name by Students" in CSCU Policies.

Student Information:

Legal First Name: _____ Middle Name: _____ Legal Last Name: _____

Student ID: @_____ Phone Number:_____

College Email Address: _____

Preferred First Name: _____

Certification:

By signing below, I affirm that I am the above-named person, and that I have read and understand the "Use of Preferred First Name & Execution of Change to Legal Name by Students" in the CSCU Policies.

Student Signature: _____ Date: _____

Please complete and return this form to the One Stop Enrollment Center.

For Office Use Only:

Date Received: _____ Date Entered: _____ Entered By: _____