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 (excludes 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.

Student Information:

Student ID: @__________________

Legal First Name: __________________________________________________________

Legal Last Name: __________________________________________________________

Preferred First Name: ______________________________________________________

College Email Address: ____________________________________________________

Certification:

By signing below, I affirm that I am the above-named person, and that I have read and understand the Preferred First Name Policy at CT State Community College.

Student Signature:_________________________ Date: ________________________

Please complete and return to Enrollment Services.

For Office Use Only:

Date Received: ______________________

Date Entered: ______________________

Entered By: ________________________