



NEW YORK CITY COLLEGE OF TECHNOLOGY
OFFICE OF FACULTY & STAFF RELATIONS

PREFERRED NAME REQUEST FORM

EMPLOYEES REQUESTING A PREFERRED NAME MUST SUBMIT THIS FORM TO THE OFFICE OF FACULTY & STAFF RELATIONS / HUMAN RESOURCES

A Preferred Name is not a legal name, but is generally used to address the employee in accordance with the employee's preference. Note that your legal last name MUST be featured in the preferred email.

A Preferred Name may be requested for use in College e-mail, an unofficial document such as College directories, course catalogs, and other internal documents. Employees are advised that a Preferred Name will not be used for payroll, benefits and employment verification purposes.

Employees who wish to select a Preferred Name for internal CUNY purposes (in situations in which their legal name is not required) should submit this form to OFSR.

OFSR will initiate the Preferred Name Change with CIS and other relevant campus offices. Any changes in existing printed material(s) will be subject to campus timelines for updates and revisions.

LEGAL NAME:

First Name [ ] Middle Name [ ] Last Name [ ]

EMPL. ID [ ] Current Email: [ ]

Job Title [ ] Department [ ]

PREFERRED NAME:

Preferred Names are limited to first and middle names only. A preferred last name may not be selected.

First Name [ ] Middle Name [ ]

Signature \_\_\_\_\_ SIGN HERE Date [ ]

FOR OFSR USE ONLY:

FOR CIS USE ONLY:

Date Request Received: \_\_\_\_\_

New Email: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Submitted to CIS on: \_\_\_\_\_

Date Form Returned to OFSR: \_\_\_\_\_