



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar
300 Jay Street, Brooklyn, NY 11201
Telephone (718) 260-5800

Preferred NAME REQUEST FORM

Using your campus email, please send completed form to Registrar@citytech.cuny.edu

CURRENT LEGAL NAME *(Please Print):*

CUNY first ID Number: _____ Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Graduation Year: _____

I request that the following name be recorded as my Preferred Name in the Student System:

Preferred Name*:

First

Middle

***Please note that only first and/or middle names may be requested. Please select names that you would be comfortable using in the classroom and other CUNY settings.**

While CUNY recognizes the importance that a change of name might have to students during their time with the University, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. No documentation is required to have a preferred name recorded. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript. To change the name that is displayed/reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request Form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form.

Please initial here _____ to indicate you have read and understand the paragraph above.

DATE:

SIGNATURE:

In the absence of a written signature: submission from your campus email to Registrar@citytech.cuny.edu will suffice.

OFFICIAL USE ONLY

Processed by: _____

Date: _____