

Preferred Name Request Form



Complete this form if you would like St. Cloud Technical and Community College to use a preferred name for you in its records, consistent with MnSCU System Procedure 1B.1.2 (<http://www.mnscu.edu/board/procedure/1b01p2.html>).

If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other College records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. St. Cloud Technical & Community College reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent, violates some system policy, etc. You may change your preferred name by completing this form again; individuals do not have the ability to change a preferred name independently. You will be asked to show photo identification for security purposes.

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

By completing the information below, you are requesting your preferred name appear as listed at any MnSCU institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name will be subject to the availability of technical resources of individual institutions.

By your signature below, you affirm that this application is made for purposes of your academic and/or employee record, and that you intend to use this name consistently for these purposes within the Minnesota State Colleges and Universities system.

Preferred Name		
Please complete each of the fields below as you would like them to be displayed. Where technically feasible, this is the name that will be displayed within MnSCU records where legal name is not required.		
Preferred First Name (Optional):	Preferred Middle Name (Optional):	Preferred Last Name (Required):
Student ID or StarID		Email Address:
Signature:		Email Address:

Return this form the Registrar (students) or Human Resources (employees)

Office Use Only	
Photo ID Verified by:	Date:

St. Cloud Technical and Community College is accredited by the Higher Learning Commission.
 St. Cloud Technical and Community College is a member of the Minnesota State Colleges and Universities System.
 An Equal opportunity and affirmative action employer and educator.