Preferred Name Request Form

Student Name: _____________________________________________  Student ID: M-________________________

Address: ___________________________________________________

City: ____________________________  State: ____________  Zip: _____________

Daytime Phone Number: ____________________________  Listed phone number is: □ Home  □ Cell  □ Work

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

________________________________________________________

Preferred First Name

Montgomery College recognizes the importance that a change of name can have for students. However, a preferred name is not a legal name and will generally only be used to change how others refer to you. Only preferred first names can be requested. No documentation is required to have a preferred name recorded. Please note that your legal name will continue to be listed on official documents such as your official transcript, diploma and financial records. A preferred name will be listed on class rosters and student identification cards.

Please note that Montgomery College has the right to deny a request if the preferred name requested is deemed inappropriate, contains foul language or can be found to be offensive to others.

__________ Please initial to indicate that you have read and understand the information above.

____________________________________________  ________________

Student Signature  Date

Office Use Only

Approved  ___________

Denied  ___________

____________________________________________  ________________

Registrar/Designee Signature  Date

ES 08/2019