

# Preferred Name Request Form



Newburgh Campus 1 Washington Center, Newburgh, NY 12550  
Middletown Campus 115 South Street, Middletown, NY 10940  
(845) 341-4140 • registrar@sunyorange.edu

Student Information:

A#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal First Name: \_\_\_\_\_ Legal Last Name: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

SUNY Orange recognizes that many students, faculty, and staff prefer to use first names other than their legal ones to identify themselves. As long as the use of this preferred name is not for the purpose of misrepresentation, the college acknowledges that a “preferred name” can and should be used where possible in the course of college business and education. All official college correspondence will use your legal name.

Please note: the preferred name is used solely for SUNY Orange’s internal systems, all systems may not show the preferred name. Legal names will always appear on all external use reports and documents, including, but not limited to, grades, hiring paperwork, paychecks, accounts payable checks, student billing, financial aid forms, tax forms, college transcripts, official diplomas, all external communications, such as hometown newspapers (dean’s list announcements), and any other documents required by law.

Legal first names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the Office of the Registrar.

Your preferred name can be changed no more than once an academic year and twice during your tenure at SUNY Orange. Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY Orange. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.

**Student Signature:** My signature authorizes SUNY Orange to change my *preferred* name. I understand that this process will not change my legal name with the College and that any official documents released from the will be issued using my legal name.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*For Registrar Use Only\*\***

Process Date \_\_\_\_\_

Initials \_\_\_\_\_