

Preferred Name Change Form



RECORDS AND REGISTRATION

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. Official transcripts, enrollment verifications, third party database systems, and all external communications, such as hometown newspapers (dean’s list announcements), etc., will continue to use your legal name. 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 Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY Orange.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 College (official transcript, etc.) will be issued using my legal name.

Signature: _____ Date: _____

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

Process Date _____

Initials _____