

# Student Update Preferred/Chosen Name Request Form

To request a preferred first name, bring this form to the Records and Registration along with your college ID.

Your preferred first name will be used in place of your legal name on Canvas and class rosters on EagleNET. This form does not change your legal name on your academic record, diploma, college ID or financial record.

Your preferred name will appear in my.ewu.edu in the "You are logged in as" message. In addition, faculty will see your preferred name when using the following faculty services:

- Class rosters
- Final grade submission
- Advisee listing

EWU 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 first 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 EWU's internal systems.
- Official transcripts, enrollment verifications, diplomas, third party database systems, and all external communications, such as hometown newspapers (dean's list announcements), etc., will continue to use your legal name.
- You may use your preferred name on your EagleCard, this action does prevent its use as proof of legal identity and may impact its use as a form of ID. It is advisable to carry a government-issued form of ID such as a driver's license or passport, especially when verifying your identity for employment purposes.

Disclaimer: this policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of EWU. 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.

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LEGAL NAME		NET ID	
Last Name	First	MI	
Local Address	Street	Apt. #	Email
City	State	Zip Code	Daytime Phone Number

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**PREFERRED/CHOSEN FIRST NAME**

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Pen to Paper Signature Required	Date
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