Preferred Name Request Form

Office of the Registrar
Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

Instructions:
1. Fill out the form clearly and completely.
2. Ensure to sign and date the request.
3. Submit completed form to the Registrar’s Office, S315.

8-digit CUNYfirst ID or 9-digit Social Security Number: ________________________________

Current Legal Name: ________________________________

Last Name ________________ First Name ________________

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

Last Name ________________ First Name ________________ Middle Initial/Name ________________

*Please initial here _________ to indicate that you have read and understand the following:

While CUNY recognizes the importance that a change of name might have to students during their time with the University a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email address, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student’s official academic record, diploma or transcript. To change the name that is displayed/reflected on official academic record, diploma or transcript students must follow the instructions on the Change of Personal Information request form available in the Registrar’s Office. Official and legal name changes require specific documentation outlined on the form.

Student Signature ___________________________________________ Date _______________