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### Preferred First Name Request

**What Is a Preferred First Name?**

- Some Three Rivers Community College students are known by a first name that is different from their legal first name.
- In an effort to accommodate these students the College has created a preferred first name option in select locations.
- While anyone is welcome to use a preferred first name, there are several groups of people for whom this option is invaluable. For example, some students are known by a middle name or a nickname and are hard to identify when their legal name is used.
- This option will allow transgender students to use a preferred first name on campus prior to or without pursuing a legal change of their first name.
- Many international students may also find this option helpful if they use a nickname during their course of study in the States.
- This preferred first name will replace your legal name as it appears in **Blackboard only**.

**Preferred First Name and Photo ID**

- Use of a preferred first name on the TRCC photo ID is optional(see policy)
- Visit the Welcome Center in Room A113 to obtain a photo ID.

**Please complete all of the following fields and print neatly**

Student ID @ \_\_\_\_\_

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

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

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

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

**Disclaimer:**

The College reserves the right to approve or disapprove preferred first name change requests.

**PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE - ROOM A115****FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Entered by: \_\_\_\_\_

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\*Preferred First Name Policy information ➡

# **\*Three Rivers Community College**

## **Preferred First Name**

### **Policy**

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#### **Use of preferred first name:**

- Students will be able to add a preferred first name to their student profile by submitting a **Preferred First Name Request form** to update their information (available at the Registrar's Office A115)
- Your preferred first name will replace your legal name as it appears in **Blackboard only**.

#### **Processing request of preferred first name:**

- The Office of the Registrar will make every effort to process requests for preferred first name changes within two business days
- After processing, the Registrar's Office will send a confirmation email. Students should retain this confirmation email for their records.
- In the event that your preferred first name is not displaying correctly, please contact the Office of the Registrar.

#### **Required use of legal first name:**

- In some instances, students' legal names must always be used regardless of whether preferred names have been added to the system.
- Legal names will always appear on all external use reports and documents including, but not limited to, hiring paper work, paychecks, accounts payable checks, student billing, financial aid forms, tax forms, official College transcripts, official diplomas, 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 state and/or federal authorities and then submit that documentation to the Office of the Registrar.
- If students are using a preferred name in the campus system, they must be prepared to use legal name and identification in all instances where legal identification or official information is necessary.

#### **College ID card**

- In addition to the areas noted above, a College ID card that displays a preferred name cannot be used as a valid form of identification where it is normally accepted such as in DHS I-9 hiring forms, and in some states for voter check-in during official elections.
- All students with a preferred name on a College ID card are encouraged to obtain a legal State ID, driver's license, international ID, and/ or a Federal Passport for identity verification purposes when needed.

#### **Federal or State Security Clearances**

- The use of a preferred name may also lead to more intensive examinations when seeking certain federal or state security clearances or background checks.
- You are encouraged to disclose this information to your investigating authorities ahead of time to avoid unexpected discrepancies and delays.
- Any student found to have abused this service for the purposes of fraudulent representation will be subject to a student conduct investigation.

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