

SLIPPERY ROCK UNIVERSITY

Chosen First Name Display Request

Slippery Rock University recognizes that many students use a first name other than their legal name. This process is designed to allow students to use a chosen first name for display on select University systems. As technology upgrades allow, other internal systems may allow for broader use of the chosen name in university communications.

Only appropriate chosen names will be accepted. No names using profanity or other inappropriate expressions will be accepted. Names will be approved by the Director of Academic Records & Registration. Please note that students will only be permitted to make one chosen first name request during the student's career at SRU.

To request use of a chosen first name, please complete the information below and submit this form to the Office of Academic Records & Registration at 107 Old Main or email to academic.records@sru.edu. It may take up to three business days for changes to occur.

Current Legal Name: _____

Student ID Number: _____ **SRU Email:** _____

Requested Chosen First Name: _____

Please change the display name on:

(Use of Chosen First Name on Diploma is a separate process. Chosen name is selected when the student applies to graduate.)

- SRU Advising Profile
- SRU Email Account
- SRU Identification Card¹ Retake ID Photo (no fee if old ID exchanged)

Signature: _____ **Date:** _____

For Internal Use Only:

____ Approved

____ Disapproved

¹ Present a signed copy of this form to the ID office to receive a new card and/or have photo retaken.