DUTCHESS
COMMUNITY COLLEGE

REGISTRAR'S OFFICE
Preferred Name Change Form

☐ Add preferred name ☐ Change preferred name ☐ Remove preferred name

Section 1: Student Identification
Legal name as it currently appears on your school records:

_____
First Name MI Last Name

Student ID: _____ Date of Birth: _____

Personal Email Address: _____
(*required for IT to make the change to the DCC email address)

Section 2: Preferred Name

Preferred name:

_____
Only first and/or middle name may be changed to a preferred name; alphabetical characters only

Section 3: Student Signature

_____ _____
Student Signature Date

Please note:
- Not all DCC information systems, databases, and processes may be able to display a preferred name. Students should be prepared to reference their legal name.
- The use of a preferred name is not intended for the purposes of avoiding legal obligations, in jest, or for misrepresentation.
- The College reserves the right to remove a preferred name if deemed inappropriate.
- Legal documents, such as academic transcripts, can only display the legal name of the student.
- This is NOT a legal name change. Therefore, government identification of a name change is not necessary.

FOR OFFICE USE ONLY:

Processed by: _____

Date: _____