Preferred Name Change Request

This form may be completed by currently enrolled students. Please allow up to 10 business days to process this request. Students will receive an e-mail sent to their Pride account when the request has been reviewed. Please refer to the Preferred Name Policy, at www.hofstra.edu/sfs/preferredname

My Student ID Number is: ____________________________

My full legal name currently appears as:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I would like to request that my preferred name be displayed as:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I would like to request that my preferred name be displayed at Hofstra University where legal name is not required. I understand that use of Preferred Name is subject to the Preferred Name Policy, which I have read and understand.

Student’s Signature: ____________________________

Date: _____________
Preferred Name Change Request Form

Examples-Where Preferred Names will be Displayed

The University will endeavor to display preferred names to the University community where feasible, except where the use of legal name is necessitated by University business and/or legal requirements.

Examples include:

- ADP Enterprise eTime
- Advising Rosters (when systems permit)
- Blackboard
- Blackboard discussion groups
- Class Rosters
- Connect
- DegreeWorks
- Grade Rosters
- GetInvolvedHU
- Handshake
- HofCard (at student’s option)
- Mailings to a student’s home may contain preferred name
- Pride e-mail
- Residence Life Housing Rosters
- Public Directory (unless a FERPA information block has been requested)

Examples-Where Legal Names will be Displayed

A Legal Name will be used in business and other processes or related systems that require use of a Legal Name. Access to a student’s legal name will be limited to those with administrative need. The most common areas where Hofstra will use a student’s Legal Name are:

- Admission Letters
- Any Payroll related documents
- Athletics Rosters
- Diplomas
- Department of Public Safety
- Employment documents (e.g. paychecks)
- Enrollment/degree verification
- Financial Aid
- International Student Affairs Documentation
- Student Reimbursements
- Transcripts

In line with the Family Education Rights and Privacy Act (FERPA), Hofstra University has designated student name as part of its directory information, which can be released without the student’s written consent. More information about Hofstra’s FERPA policies can be found at: https://www.hofstra.edu/studentaffairs/studentservices/academicrecords/acadrec_ferpa.html. If students do not want Hofstra University to disclose directory information from their education records without their prior written consent, they must notify the Office of Academic Records/Registrar in writing.