

Office Use Only:

Date Received: _____

Staff Initials: _____



HOFSTRA
UNIVERSITY®
DIVISION OF STUDENT AFFAIRS

Please fill out this form, provide required information, and e-mail it to Registrar@hofstra.edu or return it to 206 Memorial Hall

Chosen Name Policy-Request Form

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 Chosen Name Policy, at <https://www.hofstra.edu/chosen-name/policy.html>

My Student ID Number is: _____

My full legal name currently appears as:

Last Name

First Name

Middle Name

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

First Name

Middle Name

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

Student's Signature: _____

Date: _____

Chosen Name Change Request Form

Examples-Where Chosen Names will be Displayed

The University will endeavor to display chosen 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
- Handshake
- HofCard (at student's option)
- Pride e-mail
- Residence Life Housing Rosters and Door Decorations
- Public Directory (unless a FERPA information block has been requested)
- GetInvolvedHU
- Mailings to a student's home may contain chosen name

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 or tax-related documents
- Athletics Rosters
- Diplomas
- Department of Public Safety
- Employment documents (e.g. paychecks)
- Enrollment/degree verification
- Financial Aid/Student Account (e.g. loan-related documents, refunds of credit balances)
- International Student Affairs Documentation
- Accounts Payable documents (e.g. student reimbursements)
- Transcripts
- Mailings to a student's home may contain legal name
- Select student-facing screens within the Hofstra portal

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/acdrec_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.