

**Designating a Preferred First Name**

In support of FSW’s commitment to providing an equitable environment for students whose legal name does not reflect their gender identity. FSW accepts requests from students to use a Preferred First Name.

**Important Information**

- Only a student’s first name may be changed to a Preferred First Name. A student’s legal last name will remain unchanged and will be included with the Preferred First Name.
- Using a Preferred First Name is not the same as a legal name change. If a student has had a legal name change, the student should complete the Change of Student Data form and provide supporting, legal documentation.
- A student’s legal name will continue to be used on official documents where the legal name is required, including (but not limited to): financial aid documents, official transcripts, diplomas, payroll records, and federal immigration documents.
- FSW uses many technological platforms and applications; some systems may not be able to accommodate the Preferred First Name at this time.
- A Preferred First Name is limited to alphabetical characters, a hyphen (-), and a space.
- A student may designate or change a Preferred First Name up to two (2) times during their academic career at FSW.
- FSW reserves the right to delete a Preferred First Name if it is used inappropriately. Examples of preferred names that will not be approved include names containing foul or inappropriate language and names used for the purpose of misrepresentation.

**Student Information and Instructions**

\_\_\_\_\_

*Student’s Legal First Name and Last Name (Print or type, please)*

\_\_\_\_\_

*Student ID Number*

\_\_\_\_\_

*Preferred First Name (Print or type, please)*

\_\_\_\_\_

*Student’s Signature*

\_\_\_\_\_

*Date*

**Submit this form to the Office of the Registrar on your preferred campus for processing.**

**OFFICE OF THE REGISTRAR (To be completed by Office of the Registrar staff)**

Student’s ID checked.

- SPACMNT:**
- Comment Type: OR
  - Preferred First Name entered on SPAIDEN: \_\_\_\_\_.

\_\_\_\_\_

Initialed / Processed by:

\_\_\_\_\_

Date Processed