

Preferred First Names Policy FAQ

Can any member of the Clarion University community set a preferred first name?

Any student, faculty, staff or alumni member may opt to set a preferred first name.

Can I set my preferred first name to whatever I want?

Yes, but the University reserves the right to deny any request that it deems inappropriate including, but not limited to, avoiding a legal obligation, fraud, obscene language, or misrepresentation.

Can I use my preferred first name for everything at Clarion?

No. Your legal name will continue to be used on legally binding documents and official University records. Please refer to the list of items on page 2 of the *Preferred First Names Policy and Procedures*.

How do I get my preferred first name on my Eagle ID Card?

After your submitted request has been approved, visit the Center for Residence Life Services in 218 Becht Hall. A one-time waiver of fee will be provided. Subsequent changes will result in an applicable fee.

Which name will the University use in news releases, official social media and the University's website?

Your preferred first name will be used to promote your activities, awards or accomplishments. If you want your legal name used by Marketing and Communications, please contact the office at 814-393-2653.

Who will have access to my legal name once my preferred first name is approved?

Select administrative staff, Public Safety employees and, if you're employed on campus, your supervisor(s) will have access to both your legal and preferred name.

How do I change my legal name?

The process for changing your legal name varies by state and country of residence and reason for the change. If you have pursued a legal name change at the state or Federal level, please bring or send legal documentation to the offices listed below so that Clarion University can update your record. U.S. residents must change their names with the Social Security Administration as well.

Students: Complete the Name/Social Security Card Number Change Form found here:

<http://www.clarion.edu/academics/registrars-office/documents-and-forms/name-and-social-security-number-change-form.pdf> and submit it, with the required legal documentation, to the Registrar's Office.

In addition, student employees must submit an updated I-9 form to the Payroll Office. Faculty and staff: Submit required legal documentation to Human Resources.