



Office of Records & Registration

Payne Hall, Room 159A
1101 Sherman Drive Utica, NY 13501
Phone: 315.792.5336
Fax: 315.792.5698
Email: Registrar@mvcc.edu

Plumley Complex, Room 117
1101 Floyd Avenue
Rome, NY 13440
Phone: 315.334.7708
Fax: 315.334.7726

PREFERRED NAME REQUEST

To request a preferred name, bring this form and your college ID to the Office of Records & Registration at Payne Hall 159A on the Utica campus or Room 117 of the Plumley complex on the Rome campus.

Your preferred name will not be printed on any official document requiring your legal name such as transcript, Diploma, Financial Record, and enrollment verification without a legal change of name form processed. The preferred name will be used in place of your legal name in accordance with our policy. Please review the policy on our website for specifics. This form needs to be completed by the following dates: 12/10 for spring semester; 5/10 for summer semester; 8/10 for fall semester.

LEGAL NAME:

M_____
College ID

Last Name First MI

Local Address: Street Apt. No.

MVCC E-mail

City State Zip Code

(_____)
Telephone Number

PREFERRED NAME:

Date of Birth _____

First Name

I have read the information above and understand the uses of the preferred name and the Legal name.

Signature (REQUIRED) Date

MVCC recognizes that many students, faculty, and staff prefer to use first names other than their legal ones to identify themselves. As long as the use of this preferred name is not for the purpose of misrepresentation, the college acknowledges that a "preferred name" can and should be used where possible in the course of college business and education.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of MVCC. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.