

Chosen Name, Preferred Name and/or Gender Identity Change Request Form

Who should use this form?

Anyone in the Union community (Student, Faculty, Staff, Administrator) who is seeking to change their first name to a chosen or preferred name in the Union College information systems should use the applicable section of this form. Also, anyone who is seeking to request a gender identity change in the Union College information systems should use the applicable sections of this form.

What is the difference between a chosen name and a preferred name?

At Union, there are different name options in our data information systems. Everyone has different reasons and needs around name changes, so please be sure you are selecting the proper option for your needs.

If you are legally changing your name or gender marker (due to marriage, divorce, adoption, or any other reason), this is not the proper form to use. Please visit the Registrar's office (if student) or Human resources (if faculty/staff/administrator) with your legal name change paperwork to process all changes once you have completed the legal documentation for a name change.

A **chosen name** is generally requested when the desired name is not a part of the legal name, and is likely to become a legal name change in the future. For example, someone who is transitioning may wish to have their chosen name reflected in Union College systems ahead of having their legal name change processed. A chosen name change will result in the legal first name being replaced in all possible systems (with exceptions as detailed in the next section of this form)

A **preferred name** is generally used when there is no intended legal name change, but the individual is typically only known by the preferred name. For example, someone who is known by their middle name exclusively but has no intention of legally changing their name may wish to have that name reflected in Union College systems where appropriate. This is also the appropriate option for international students who have an American name which they would prefer to have listed in addition to their legal name. A preferred name change will result in the preferred name being listed *in addition to* the legal name in some campus systems.

What will change?

For **chosen name** change requests, as many systems/communications will present **chosen first name in place of legal first name and legal last name** when applicable as indicated above. This includes:

- | | | |
|--|--------------------------|-----------------------|
| • Class Rosters | • Academic Audit | • Adirondack |
| • Nexus | • WebAdvising | • Maxient |
| • Handshake | • Accommodate | • SafeColleges |
| • ID Card | • Insight (Early Alerts) | • Bookstore Feeds |
| • Union College Directories (Phone and Employee) | • Terra Dotta | • Alma |
| • Union College Email | • PyraMed | • RAVE |
| | • Evertrue | • Mailroom feeds |
| | • iModules | • Dining services app |

(over for additional information)

For **preferred name** change requests, systems/communications with the capability to do so will present **preferred first name in addition to legal first and last name** when applicable.

The following systems/communications will always need to present **legal first and last name and legal gender marker** where applicable. *Chosen name will be used when possible.*

- Legal Documents and Reports Produced by the College
- Student Financial Documents
- Financial Aid and Scholarship Documents
- Academic Transcripts
- Enrollment Verifications
- Student Employment Documents
- Employment Verifications
- Employment Documents
- Paychecks, W2s, and other Payroll documents
- Benefits Enrollment

The following systems/communications will present **both legal first and last name/legal gender marker as well as chosen/preferred name and gender identity** where applicable.

- Campus Safety
- Colleague
- Dean of Students Office/Conduct
- Eppler-Wolff Counseling Center
- PageUp
- Registrar's Office
- Wicker Wellness Center

If you wish to obtain a new Union College ID Card with your Chosen Name:

Visit the Campus Safety Office (College Park Hall) to request a College ID with your chosen name. (New students: check with Campus Safety to ensure your chosen name matches what you want to appear on the UC card.) Your College ID is not a legal form of identification. Carry your driver's license or other legal identification when you leave campus or need to provide legal identification.