

Preferred Name Request Form Instructions

Metropolitan State University recognizes and supports the members of its community who wish to use preferred names where legally permissible.

- An individual is generally permitted to designate any preferred name including first, middle and/or last name. The university reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other university, Minnesota State or State of Minnesota policies.
- Employees and students must submit a written request for the use of a preferred name using this form. Because identification is required for security purposes, the form must be submitted in person or be notarized if submitted via mail.
- Employees should submit this form in person to **Human Resources, Saint Paul Campus, Founders Hall, Suite 318** or by mail (signature **MUST** be notarized if sent by mail) to **Metropolitan State University, Saint Paul Campus, 700 East Seventh Street, Saint Paul, MN 55106-5000**.
- Students should submit this form in person to **Gateway at any location**.
- A preferred name will appear in the e-mail address, system directories, class rosters and other university records as technically feasible except where a legal name is required.
- Employees and students will be notified only if their request is denied. Appeals of the denial of a preferred name change may be made in writing to the Director of Affirmative Action/Chief Diversity Officer within 10 business days of receipt of notification of denial. A response to the appeal will be provided in writing by the Director of Affirmative Action within 10 business days of the receipt of the written appeal.
- A preferred name will remain in effect until the requester asks that it be changed by completing another form.

Employees and students who request a preferred name and are affiliated with more than one Minnesota State institution will maintain their individual email addresses for all of their affiliated Minnesota State Institutions and all email will be delivered to one mailbox. Once preferred name has been processed by Minnesota State, Gateway Services (students) or Human Resources (employees) will notify you with instructions to set your primary email address. Primary email address is the address which is displayed as your "From" email address.

Preferred Name Request Form

Complete this form to request that Metropolitan State University use a preferred name for you in its records, consistent with Minnesota State procedure. Your preferred name will appear in your employee e-mail address, system directories, class rosters and other university records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. Metropolitan State University reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent or violate system policy. You may change your preferred name by completing this form again. **You will be asked to show photo identification for security purposes.**

Legal Name		
Legal First Name:	Legal Middle Name:	Legal Last Name:
Tech ID, Student ID, or STAR ID:		

By completing the information below, you are requesting your preferred name appear as listed at any Minnesota State institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name will be subject to the requester setting of their primary email address once they have been notified they have the ability to do so.

By your signature below, you affirm that this application is made for the purposes of your employee and/or academic record, and that you intend to use this name consistently for these purposes within the Minnesota State Colleges and Universities system.

Preferred Name		
<ul style="list-style-type: none"> Please complete all of the fields below as you would like them to be displayed. If your Preferred First Name, Preferred Middle Name and/or Preferred Last Name is the same as your legal name, please enter your legal name for that part of your name. If your preference is to use no name at all for your Preferred First Name, Preferred Middle Name and/or Preferred Last Name, enter "None" for that portion of your name. DO NOT LEAVE ANY NAME FIELD BLANK. Where technically feasible, your preferred name will be displayed within MnSCU records where legal name is not required. 		
Preferred First Name:	Preferred Middle Name:	Preferred Last Name:
Signature of Requestor:		Date:
Metropolitan State E-mail Address of Requestor:		

STUDENTS

Return this form in person to Gateway at any location.

EMPLOYEES

<p>Return this form in person to: Human Resources Saint Paul Campus Founders Hall, Suite 318</p>	<p>Return this form by mail* to: Metropolitan State University Saint Paul Campus 700 East Seventh Street Saint Paul, MN 55106-5000</p>
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*If returning by mail, signature MUST be notarized.

*****This section below completed by Human Resources or Gateway*****

Photo ID Verified By:	Date:
Request Approved By:	Date: