



NOTIFICATION OF USE OF PREFERRED NAME

(In classroom only)

Office of the Registrar One Washington Square San José, CA 95192-0009

Notes:

- This form is to be used for students who opt to use their preferred name(s) over their primary or legal name in the classroom only. Your legal name is what is on your academic record. This form does not change your official legal name on your academic record. You need to submit a Name Change Form (along with required documentation) to change your legal name on your official SJSU record. By completing this form you give permission to Counseling Services to inform your instructor(s) of record and/or the appropriate coordinator of online classes of your preferred name(s). Preferred name notification will stop under the following condition(s): if you are not enrolled for a semester. (failure to maintain continuous enrollment will result in your legal name being used in the classroom unless you submit this form upon your return to SJSU) if your preferred name becomes legal and is reflected in your MySJSU record. if you notify Counseling Services that you no longer want the notification to continue. Prior to every semester you will receive an email from Counseling Services requesting your academic schedule for the upcoming semester. Notifications will go out for classes in which you are registered (wait list does not count) one week prior to the first day of class. If you make changes to your schedule after this period, it is your responsibility to notify Counseling Services, counseling.services@sjsu.edu, of any changes to your schedule so that updated notifications can be sent.

Instructions:

- Please print clearly
- Submit this completed form to Counseling Services, ADM 201, and 408-924-5910.
- As with all important documents, please keep a copy for yourself.

SJSU ID# Phone: Email:

Preferred Name: Last First Middle

Legal Name: Last First Middle

Reason for notification:

- Gender Identity/ Preferred Pronouns Separation/Divorce (Pending) Common Name Other:

If other, please explain:

Student's Signature

Date

For Office Use Only:

Documents received by: Date: Good Until: Graduation Date:

Notifications Sent:

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