SAN JOSÉ STATE UNIVERSITY

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, Deanna Peck at deanna.peck@sjsu.edu, of any changes to your schedule so that updated notifications can be sent.

Instructions:

1. Please print clearly
2. Submit this completed form to **Counseling Services, ADM 201**, 408-924-5910.
3. 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**
☐ **Common Name**
☐ **Separation/Divorce (Pending)**
☐ **Other:** _____

If other, please explain: _____

_____

_____

_____ _____
Student's Signature **Date**

For Office Use Only:

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

Notifications Sent:

F / W / Sp / Su _____ ; F / W / Sp / Su _____ ; F / W / Sp / Su _____ ; F / W / Sp / Su _____

F / W / Sp / Su _____ ; F /W / Sp / Su _____ ; F / W / Sp / Su _____ ; F / W / Sp / Su _____

F / W / Sp / Su _____ ; F / W / Sp / Su _____ ; F / W / Sp / Su _____ ; F / W / Sp / Su _____