



## PREFERRED FIRST NAME REQUEST

Use this form to request a "preferred **first** name" change that will display on class and grade rosters.

All documents and/or records such as official transcripts, diplomas, directory information, etc., will reflect the student's **legal** name, not the preferred name. If at any time the preferred name is to be changed to a legal name, print and complete the "Legal Name Change Request" form on Student Forms at [www.csun.edu/admissions-records/forms](http://www.csun.edu/admissions-records/forms) and bring it to the Office of Admissions and Records for processing.

**TO CHANGE YOUR PREFERRED FIRST NAME, FILL IN THE INFORMATION BELOW. PRINT/TYPE CLEARLY.**

CSUN Student ID Number (9-digit):

### STUDENT'S LEGAL NAME:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### STUDENT'S PREFERRED FIRST NAME:

Preferred First Name: \_\_\_\_\_

Non-CSUN email: \_\_\_\_\_

Also use my preferred first name in:

- Moodle / Canvas
- my CSUN Gmail address

I certify the above information is true and accurate. This change of first name will not be used for fraudulent purposes and represents a bona fide change in the sense that it is to be or has been used consistently.

I authorize Admissions and Records to make the changes requested in this document.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_