



THE CITY UNIVERSITY OF NEW YORK

PREFERRED NAME REQUEST FORM

**EMPLOYEES REQUESTING A PREFERRED NAME MUST SUBMIT THIS FORM TO THE OFFICE OF HUMAN RESOURCES**

A preferred name is not a legal name, but is generally used to address the employee in accordance with the employee's preference.

Employees who wish to select a preferred name for internal CUNY purposes (in situations in which their legal name is not required) should submit this form to the campus Office of Human Resources. No documentation is required to have a preferred name recorded.

A preferred name may be requested for use in college e-mail, and unofficial documents such as college directories, course catalogs, and other internal documents. Employees are advised that a preferred name will not be used for payroll, benefits, and employment verification purposes.

Campus HR will initiate the Preferred Name Change with the Office of Information Technology, Office of Academic Affairs, and other relevant campus offices. Any changes in existing printed material(s) will be subject to campus timelines for updates and revisions.

**CURRENT LEGAL NAME**

First Name  Middle Name  Last Name   
Empl. ID

**PREFERRED NAME**

Preferred names are limited to first and middle names. A preferred last name may not be selected.

First Name  Middle Name   
Signature \_\_\_\_\_ Date