PREFERRED FIRST NAME REQUEST

What is Preferred First Name?
Some Northwestern Connecticut Community College students are known by a first name that is different from their legal first name. In an effort to accommodate these students, the College has created a preferred first name option in select locations. While anyone is welcome to use a preferred first name, there are several groups of people for whom this option is invaluable. For example, some students are known by a middle name or a nickname and are hard to identify when their legal name is used. Additionally, this option will allow transgender students to use a preferred first name on campus prior to or without pursuing a legal change of their first name. Many international students may also find this option helpful if they use a nickname during their course of study in the States.

Use of a preferred first name on the Northwestern Connecticut Community College photo ID is optional. Please visit the College Library to obtain a photo ID.

Please complete all of the following fields and print neatly.

Student ID @_______________________
Legal First Name: ________________________________
Legal Last Name: ________________________________
Requested Preferred First Name: ________________________________

Student Signature:__________________________ Date: __________

Disclaimer:
The College reserves the right to approve or disapprove preferred first name change requests.

PLEASE SUBMIT THE COMPLETED FORM IN PERSON TO THE REGISTRAR’S OFFICE:
GREEN WOODS HALL ROOM 215
OR EMAIL A PHOTO OF THE SIGNED FORM FROM YOUR COLLEGE EMAIL ONLY TO:
dzavatkay@nwcc.edu

FOR OFFICIAL USE ONLY:
Date Received:______________ Date Entered:______________ By:______________