PREFERRED FIRST NAME REQUEST
For Students and Alumni
(See EU Policy C066: Preferred Name)

To request use of a preferred first name, provide this form and appropriate official identification as described below to the applicable office noted:

Students –Office of Records and Registration in Hamilton Hall or records@edinboro.edu
Alumni – Office of Alumni Engagement, Alumni House, 2nd Floor, 210 Meadville Street or eup_alumni@edinboro.edu

Your preferred name will be used in place of your legal name on D2L in the MyEdinboro Portal. As technology upgrades allow, other internal systems may allow for broader use of the preferred name in university communications. This form does not change your legal name on your academic/enrollment record, transcript, diploma, or financial record.

Legal Name: _____
Last Name First Name MI

Preferred Name: _____
First Name

EUP ID: @ | | | | | | | | |

Local Address: _____
Street Apt.

_____
City State Zip Code

Email: _____@scots.edinboro.edu Phone: _____

Signature :
REQUIRED _____
Date

To change the name on official records, a student or alumnus must make a legal name change in accordance with Policy A039, Student Name Change.

Please note: Items such as official transcripts, degree audits, diplomas, W-2 forms, enrollment data, financial aid documents, paychecks, and all official University correspondence will continue to use your legal name. Your preferred name can be changed no more than once per academic year and twice during a student's tenure at EU. This form must be submitted in person with a government issued Photo ID (i.e., Driver's license, ID card issued by federal, state, or local agencies, School ID card with photo, U.S. Passport, etc.), or by mail with a copy of a government issued Photo ID.

Contact Information: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd., Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.3501

Or Email: records@edinboro.edu

c: Student's file
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