



# Preferred First Name

Enrollment Services

Any Lawrence Technological University (LTU) student may choose to identify themselves with a preferred first name (also known as a lived / chosen name) that differs from their legal name to be used whenever possible in the course of university business and education.

Student Number: \_\_\_\_\_ Legal Name(FN & LN): \_\_\_\_\_

Preferred first name: \_\_\_\_\_

The preferred first name will appear instead of the person's legal first name in LTU systems, records and documents where possible. However, unless the student undertakes the process of changing their legal name, the student's legal name will continue to appear as required by law. More information can be found at the LTU.edu website in the Registrar's Office area.

The use of a preferred first name cannot be for the purpose of misrepresentation or fraud. Inappropriate usage of the preferred name policy (including but not limited to avoiding a legal obligation or choosing a name interpreted as offensive) will result in removal of the preferred name. A preferred first name must otherwise comply with all LTU policies.

Upon submission of a preferred name, the student may obtain an updated ID card with the preferred name free of charge. Students may submit requests for updated ID card with preferred name to [EnrollmentServices@ltu.edu](mailto:EnrollmentServices@ltu.edu) or at the DTE One Stop Center. Subsequent preferred name changes by the same student may result in a reasonable charge to obtain a new ID card. The preferred first name can be removed at any time by a written request from the student to Academic and Student Records at [EnrollmentServices@ltu.edu](mailto:EnrollmentServices@ltu.edu)

This action alone will not create a new email address or username for a student and does not guarantee a new email address or username can be created. Email [EnrollmentServices@ltu.edu](mailto:EnrollmentServices@ltu.edu) for more information.

Lawrence Technological University reserves the right to make exceptions to, modify, or eliminate this policy and or its content. This document supersedes all previous policies, or guidelines relevant to this subject.

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Student's Handwritten Signature

Date

## Registrar's Office Use:

Received date: \_\_\_\_\_ Processed date: \_\_\_\_\_