

Preferred Name Request

Complete this form if you would like **Anoka-Ramsey Community College** to use a preferred name for you in its records, consistent with System Procedure. If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. **Anoka-Ramsey Community College** reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent, violates some system policy, etc. You may change your preferred name by completing this form again; individuals do not have the ability to change a preferred name independently.

You will be required to send a copy of your photo ID when you submit this form.

- **Students** – please submit this form to the Records and Registration Office.
- **Employees** – please submit this form to Human Resources.

Legal Name		
Legal First Name:	Legal Middle Name:	Legal Last Name:
Tech ID, Student ID, or STARID		

By completing the information below, you are requesting your preferred name appear as listed at any Minnesota State institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name are subject to the availability of technical resources at individual institutions.

Preferred Name		
Please complete each of the fields below as you would like them to be displayed. Where technically feasible, this is the name that will be displayed within Minnesota State records where legal name is not required.		
Preferred First Name (Required):	Preferred Middle Name (Optional):	Preferred Last Name (Required):
Email Address for Confirmation of Request:		
Signature of Requestor:		Date:

******This section completed by Human Resources or Registrar******

Photo ID Verified By:	Date:
Records Office notifications: Student____ Instructor(s)____ Advisor____ D2L____	

A person's name is used for identity clarification in many locations in administrative and academic systems. Responsibility for maintenance and enhancement of these systems is shared by the staff of Minnesota State system office and the colleges/universities. Shortage of technical resources may delay the implementation of preferred name usage.