



GTCC Student Preferred Name Form

Student ID #: _____

Legal Last Name: _____

Legal First Name: _____

Preferred First Name: _____

Preferred Middle Name: _____

Preferred Pronouns: _____

Do you want the first two letters of your college user ID updated to reflect preferred name?

___ *Yes*, please change my user ID. ___ *No*, I wish to continue using my current user ID.

Phone Number: _____

GTCC allows any student to request a preferred name that will appear on campus technologies that do not require legal name in place of the student's legal name. Please allow five to ten business days for changes to appear.

Note that currently GTCC is unable to display preferred name on WebAdvisor related technologies including student access screens, instructor class rosters, and grade rosters. Instructors will be notified by email of the preferred name.

Directions: Submit to the College Registrar's office located in Medlin Campus Center, 2nd floor, Enrollment Services area. Please bring an Official State or Federal Photo ID.

Please read and sign: Please change records to reflect my preferred name. I understand that some official records, such as the college transcript and financial aid, must continue to use my legal name.

Student's Signature (legal name): _____ **Date:** _____

Registrar's Name: _____

Registrar's Signature: _____ **Date:** _____