



## Preferred Name Change Request Form

**This form is to be used for students who wish to use a preferred first name rather than their legal name.**

By completing this form, you give permission to the College to modify your first name to the name by which you prefer to be addressed. Your preferred first name will be displayed on faculty class rosters and grading forms, so this is the name by which your instructors will know you. In addition, this name will appear on staff display screens. Your legal name will still be used on your academic record and in written communications from the College administrative offices.

**PLEASE NOTE: This form does not change your official legal name on your LCCC academic record.** If you have officially changed your legal name, you must submit a *Legal Name Change Form* to the Admissions Office, along with required documentation, to change your legal name on your official LCCC record.

**PLEASE PRINT**

LCCC Student ID# \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Legal Name: First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Please change my Preferred First Name to:** \_\_\_\_\_

I have read the information above and understand the uses of the Legal Name and Preferred First Name. Inappropriate use of the preferred name may be cause for denying the request. Inappropriate preferred names include those whose usage may be hurtful to others or may be considered offensive, derogatory or obscene, such as words and terms commonly perceived as slurs against specific racial, ethnic, or other subpopulations.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit this form to:**

Luzerne County Community College  
Office of Admissions  
521 Trailblazer Drive  
Nanticoke, PA 18634-3899

Email: [admissions@luzerne.edu](mailto:admissions@luzerne.edu)

**This section is for office staff:**

Form Received by: \_\_\_\_\_

Date: \_\_\_\_\_