



## **PREFERRED FIRST NAME REQUEST FORM**

To request a preferred first name, complete this form and submit to the appropriate office.

Students – Registrar’s Office, Ulmer Hall 224, <a href="mailto:registrar@lockhaven.edu">registrar@lockhaven.edu</a> Faculty and Staff – Human Resources, East Campus J205 Alumni – Alumni Office, Durrwachter Alumni Conference Center 311, <a href="mailto:alumni@lockhaven.edu">alumni@lockhaven.edu</a>
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The use of a preferred first name will be utilized except where the use of the legal name is required by University business or legal need.

Legal Name: \_\_\_\_\_  
Last Name, Suffix (Jr., Sr., III, etc.)                      First Name                      Middle Name

Preferred First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First Name Only*

LHU ID Number: \_\_\_\_\_

LHU Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Email: \_\_\_\_\_

By signing below, you affirm you are providing accurate information and you have read and understand the Preferred Name Policy.

Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_

Disclaimer: Pursuant to University policy, inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid legal obligation, may be cause for denying the request.

xc: Student Accounts Office  
Financial Aid Office  
IT Department (Email Account)