

Complete this form if you would like Inver Hills Community College to use a preferred name for you in its records, consistent with System Procedure 1B.1.2 (<http://www.mnscu.edu/board/procedure/1b01p2.html>). If you complete this form, your preferred name will appear in 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. Inver Hills 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 another system policy, etc. You may request to change your preferred name by completing this form again; individuals are not authorized to change a preferred name independently. You may be asked to show identification for security purposes.

| Legal Name | | |
|-------------------|--------------------|------------------|
| Legal First Name: | Legal Middle Name: | Legal Last Name: |
| | | |

By completing the information below, you are requesting that your preferred name appear as listed at any MnSCU Institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons subject to the technical capacity of each institution for some fields.

| Preferred Name | | |
|---|-----------------------------------|---------------------------------|
| Please complete each of the fields below. Where technically feasible, this is how your preferred name will be displayed within MnSCU records where legal name is not required. | | |
| Preferred First Name (Optional): | Preferred Middle Name (optional): | Preferred Last Name (Required): |
| | | |

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|-----------------------|----------------|
| Student ID or StarID: | Email Address: |
| | |
| Signature: | Date: |
| | |

Students: Return the completed form to the Enrollment Center (College Center building, 2nd floor).
Employees: Return the completed form to Human Resources (Liberal Arts building, Room 217).

| Office Use Only | |
|------------------------|------|
| Photo ID Verified By: | Date |
| | |