

Once complete email form to cap@usi.edu to ensure CAP records are updated before sending for processing in USI's Registrar's Office.



PREFERRED NAME CHANGE (UNOFFICIAL)

USI recognizes the need or preference for members of the University community to refer to themselves by a first name other than their legal first name. As long as the use of this name is not intended for the purposes of avoiding legal obligations or for misrepresentation, the University acknowledges that a "preferred name" can be used where possible in the course of University business and education. No documentation is required to add this information to your record. It does not change your legal name.

The following list provides a few examples of appropriate preferred name options at this time:

- A middle name instead of first name
- A name to which you are in the process of legally changing
- A name that better represents your gender identity

Only the first name may be designated for the preferred name; the last name must remain the same as the full legal last name in the system. The University is not permitted to use a preferred name on all records. Examples include (but are not limited to) your enrollment verifications, transcripts, financial aid documents, visa documents, w-2 forms, and third party reports.

The University reserves the right to refuse a preferred name. Instances that may result in this prohibition include arbitrary or repeated name changes; the use of profane words; names that may be used for fraudulent purposes; or other situations deemed appropriate.

This form must be submitted to the Registrar's Office for processing. Orr Center, Rm 1075 Email: registrar@usi.edu
Fax: 812-464-1911

Student ID#: _____

Legal Last Name: _____ **Legal First Name:** _____

Preferred First Name: _____

Signature: _____ **Date:** _____

You may also revoke a previously established Preferred First Name below:

I wish to revoke my previously registered preferred name of _____ and wish the University to use my legal first name _____.

Signature: _____ **Date:** _____

For Office Use Only
Processed by _____
Date _____
Checked By _____