

**MACALESTER COLLEGE
REGISTRAR'S OFFICE**

1600 Grand Avenue, St. Paul, MN 55105-1899
fax: 651-696-6600 ph: 651-696-6200 www.macalester.edu/registrar
registrar@macalester.edu

Preferred Name Form

POLICY: As a student you may inform the college of a preferred name to be used in addition to your legal name. This process affords the use of your preferred name in many venues, but the college reserves the right to use your legal name when necessary to serve you or the college. A last name may not be substituted, though truncation is allowed.

NOTICE:

- You are required to use your legal name on financial and legal documents.
- You must replace your ID card at Card Services within a week of this form being processed.
- Replacing your ID card will cost \$20.
- To submit this form you must have Direct Deposit set up. For more info on Direct Deposit contact payroll@macalester.edu. This requirement is waived for students not seeking a degree.
- In the unlikely event that an error is caused by a preferred name and that error persists after the college and student have attempted to resolve the error, the college may need to use the legal name.
- If you are transgender or gender non-conforming and your legal name isn't what you'd like to use at Macalester, please use the form available from the Department of Multicultural Life to start using a recognized name.

OTHER CONSIDERATIONS:

- While some systems may update quickly, others are configured to update names only once or twice a year.
- Here are some places you might expect to continue to see the use of your legal name: tax documents, bills, loan forms, appropriate financial documents, transcripts, etc.
- Students may authorize parents or other persons to become an authorized user who can view online billing information and make online payments. Preferred and legal names may both be used with all authorized users.

ID#: _____

Legal First Name: _____

Legal Middle Name: _____

Legal Last Name: _____

Preferred First Name: _____

Preferred Middle Name: _____

Preferred Last Name: _____

Office Use

GXADIRD: YES OR NO?

if NO, send student to Payroll;

if YES, Accepted:

Banner:

ITS: