Complete this form to request an update to your preferred name (first name only). Submit the completed form in person with photo ID to the:

University Diversity Office
Student Administration Building – SA 4200
Monday – Thursday
9:30 am to noon

The student’s preferred name will only be seen on Class Rosters and Grade Rosters. The “primary” name will continue to be the student’s legal name and will continue to appear on the diploma, official and unofficial transcripts, the Bay Card, e-mail accounts, and any other university documents including financial aid or student financial accounts. Students must continue to use their primary names when conducting official university business. Changes to preferred name will not be processed during the grading cycle at the end of each term.

Contact the Diversity Office for questions: diversity@csueastbay.edu or (510) 885-2809

Section A: STUDENT (Please Print Clearly)

Date: ____________________________ Net ID: ____________________________

Phone: ____________________________

Primary Name: ____________________________ (Last) (First) (MI)

Preferred First Name: ____________________________

Student Signature: ____________________________ Date: ____________________________

Section B: Diversity Office

ID Checked and form reviewed by:

Staff Name: ____________________________

Staff Signature: ____________________________

Date Form Received by Diversity Office: ____________________________

Section C: Office of the Registrar

Coded By: ____________________________ Date: ____________________________