

# Chosen Name (Name Override) Form



If you would like to use a name other than your legal name, but have not made a legal change, you may designate a chosen name to override your legal name in most PSU systems. PSU is required to retain your legal name in our student information system. Your legal name will appear on documents including, but not limited to your official transcript, employment documents, tax forms, financial aid documents, and immigration documents.

**Chosen Name:** Will take the place of your legal name in most university systems except where legal name is required.

**Preferred Name:** Your preferred first name may be the **same** as your chosen first name, or it may be a shortened version, or 'nickname'.

Below is an explanation of how your name will appear in different PSU systems:

## Example Record:

Legal Name: **Michael Jones**

Chosen Name: **Valecia Jones**

Preferred First Name: **Val**

- **MyPSU:** will show preferred first name
  - **Jones, Val**
- **Class Rosters:** will show both chosen and preferred names, or preferred only
  - **Jones, Valecia (pref: Val)**
- **Canvas:** will show preferred name only
  - **Jones, Val**
- **Google (PSU email and all related PSU Google apps):** will show preferred name only
  - **Jones, Val**
- **ID Cards:** will show chosen name only
  - **Valecia Jones**
- **Cognos Data Warehouse**
  - All Cognos reports require the user to choose one of the two display options:
    - 'Show both current and preferred first names': **Jones, Valecia (pref: Val)**
    - 'Show only preferred first name': **Jones, Val**

# Chosen Name (Name Override) Form



## 1. Student or employee to complete

<b>PSU ID:</b> _____
<b>Legal Name:</b> _____ (first) (middle) (last)
<b>Chosen Name:</b> _____ (first) (middle) (last)
<b>Preferred First Name:</b> _____ (Your preferred first name may be the <b>same</b> as your chosen name, or it may be a shortened version, or 'nickname')
<b>Signature:</b> _____ <b>Date:</b> _____

## 2. PSU Representative (Registrar's Office, Queer Resource Center or Human Resources) to complete

Please verify PSU ID card or government issued identification and sign and date.
<b>Signature:</b> _____ <b>Date:</b> _____

You may bring this form to the Office of the Registrar if you are a student or Human Resources if you are staff or faculty to have your chosen name updated immediately and then visit ID Card Services with your current PSU ID card or government issued ID to get a new PSU ID card. Alternately, your QRC representative may have the form processed on your behalf. If you will not be delivering the form to RO or HR yourself, please allow 3 business days for your record to be updated before taking a copy of this form along with appropriate photo ID to ID Card Services.

## 3. Registrar's Office/Human Resources

Please update the appropriate current name field(s) and enter legal name in <i>Legal Name</i> type in the Alternate Name tab.
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## 4. ID Card Services

Please verify that the chosen name appears in the current name field(s) in Banner and Lenel. The legal first name will appear in the "Alternate Name" tab in Banner. Please produce an ID card with the chosen name.
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