



Preferred Name Request Form

Fairmont State University recognizes that students may need to use a preferred name to identify themselves comfortably. Please note that although Fairmont State University recognizes the importance, in many instances, of using a preferred name, your legal name will continue to be necessary for University business including, but not limited to: official documents, transcripts, diplomas, verifications and legal needs. Students who use a preferred name should always be prepared to provide legal name identification when requested.

Currently, an individual's First name is the only data point permitted to be updated through the Preferred Name Request Form. Last Name and Middle Name or other changes to personal information, other than a preferred First name, must be submitted by completing a Change of Information Form with required supporting official documentation. Please note, if your preference is to use your middle initial rather than your full middle name, please indicate your preference in the Legal Middle Name field.

Please fill out this form clearly and completely and return it to the Office of Student Services in the Turley Student Services Center. Forms may be submitted in person or via e-mail from your official Fairmont State email account. All forms submitted electronically must be accompanied by a copy of a government-issued photo ID with legal name. If you have any questions or concerns, please contact the appropriate office below prior to the submission of this form.

Office of Student Services
Turley Student Services Center
registrar@fairmontstate.edu
(304) 367-4141

Legal Name:

Legal First Name:	Legal Middle Name:	Legal Last Name:
F# (Student ID):	Email:	Date of Birth:

Preferred Name:

Preferred First Name:

Signature _____

Date _____

For Office Use
Only Reviewer _____

Date _____