Preferred Email/Student Identification Display Name Request

This process is designed to allow students to use a preferred first name for display on sru.edu email accounts or on their student identification cards. Slippery Rock University ("SRU") recognizes that many students use a name other than their legal name.

A preferred name is a name that may be used instead of a legal name. Students may opt to go by a preferred name that is different from their legal first name. The preferred name will appear instead of the legal name on the email display name and/or their student identification card.

Name requests will be reviewed by the Associate Provost of Student Success. The student will be given one opportunity to change the preferred first name.

Current Legal Name: ________________________________

Student ID Number: ________________ SRU Email: ________________________________

Requested Preferred Name: ________________________________

Please change the display name on:

_____ SRU Email Account

_____ SRU Identification Card

_____ Retake ID Photo (no fee if old ID exchanged)

Signature: ____________________________ Date: ____________________________

PLEASE PRINT, SIGN AND SUBMIT COMPLETED FORM TO
ASSOCIATE PROVOST FOR STUDENT SUCCESS @ 247 SMITH STUDENT CENTER.

For Internal Use Only:

_____ Approved

_____ Disapproved

Signature: ____________________________

Date: ____________________________

1 Present a signed copy of this form to the ID office to receive a new card and/or have photo retaken.