

Preferred Name Request

UNC Pembroke recognizes that members of the campus community, to include students, faculty, and staff prefer to use a first name other than their legal name to identify themselves. Also, in compliance with Title IX of the Education Amendments of 1972, The UNC Code §103, and the university's Non-Discrimination Statement the university is committed to providing our students and employees a safe and productive educational and work environment that is free from gender-based discrimination and harassment (to include sexual violence).

Members of the campus community who choose to use a first name other than their legal name should complete this form and submit it to the appropriate office. Students should submit this form to the Office of the Registrar; employees should submit this form to the Office of Human Resources; and anyone may submit this form to the Office of Title IX and Clery Compliance.

Upon submission, the preferred name request will be reviewed in accordance with the UNCP Preferred Name Policy. If additional questions or follow-up is necessary, you will be contacted via your university email account. Please allow up to 10 business days to process this request. You will receive an e-mail when the request has been reviewed and accepted.

Please refer to the Preferred Name Policy for information related to implementation and use of a preferred name. The policy is located on the following webpages: Office of the Registrar, Office of Human Resources, and the Office of Title IX and Clery Compliance.

My Banner ID Number is: _____

My University Email: _____ Telephone Number: _____

My full legal name:

_____	_____	_____
First Name	Middle Name	Last Name

I request my preferred first name be displayed as: _____
Please Print

I request my university e-mail address to reflect my preferred name: Yes No

I understand and accept that use of my Preferred Name is subject to the university's Preferred Name Policy and is subject to its terms and conditions.

Initial

By signing this form, I request the use of my preferred name by The University of North Carolina at Pembroke where my legal name is not required.

Print Name

Date: _____

Signature

Student

Faculty

Staff

Office Use Only

Date Received: _____

If applicable, forwarded to the Office of Title IX & Clery Compliance

Staff Initials: _____

Date forwarded: _____