



EXPECTED GRADUATION									
BERG ID NUMBER									

PREFERRED NAME

STUDENT IDENTIFICATION

Legal Name _____
FIRST LAST

Only the first name may be changed to a Preferred Name

Preferred Name _____
FIRST

PREFERRED NAME

Once a student has requested to add a Preferred Name to the Muhlenberg system, that name will be used for Class Lists, Advising Lists, and the campus directory and will flow to other databases on campus. The Office of Information Technology (OIT) will change the student's email address to reflect the Preferred Name rather than the Legal Name.

Students must bring this signed form to Seeger's Union to have their BergID card reprinted with their Preferred Name. In addition they will be able to have their BergID picture retaken. Please note that this BergID card is not a legal form of identification. A student should carry a driver's license or other legal identification when leaving campus or needing to provide legal identification.

The student's Legal Name must be used for certain documents, including but not limited to Transcripts, Diplomas, Bills, Financial Aid Statements, Student Employment forms, Visas or Passports for Global Education, and other Legal Documents as prescribed by law.

Students have the right to choose a name, but Muhlenberg College reserves the right to deny any preferred name request that is deemed inappropriate (no jargon or slang names or names that include adjectives). If a preferred name is denied, the student may appeal to the Provost or the Dean of Students.

_____ **STUDENT SIGNATURE**

_____ **DATE**



Bring this signed form to Seeger's Union for BergID card update.

SIGNATURE	FOR REGISTRAR USE ONLY
APPROVED PREFERRED NAME	BERGID
REGISTRAR SIGNATURE	DATE