



## PREFERRED FIRST NAME REQUEST

To request a preferred first name, complete this form. It should be submitted to Dr. John Burnett, Director of Equity, Compliance and Title IX Coordination in the Office of Human Resources; Dixon Hall 408. Dr. Burnett's email is [burnett@calu.edu](mailto:burnett@calu.edu) and phone number is 724-938-5425.

The use of a preferred first name will be utilized except where the use of the legal name is required by University business or legal need. Such examples include but are not limited to transcripts, financial aid, billing/payroll, ESS, and enrollment certifications. Within 10 business days, you will receive a notification from the applicable office that your request has been processed.

A new CalCard can be obtained at that time. The \$20 replacement fee will be waived one time. This policy does not apply to the waiver of fees associated with the replacement of lost CalCards. The applicant's existing CalCard must be shown at the CalCard Office, as part of the preferred name change process.

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Legal Name: \_\_\_\_\_

Last Name

First Name

MI

Preferred First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name Only

CWID#: \_\_\_\_\_

Cal U Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature:

REQUIRED \_\_\_\_\_

Date

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Disclaimer: Pursuant to University policy, inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid legal obligation, may be cause for denying this request.