



# PREFERRED/CHOSEN FIRST NAME AND GENDER IDENTITY FORM

80 Vandenburg Ave, Troy, NY 12180 ■ www.hvcc.edu

To request a preferred/chosen first name and/or gender identity/designation, complete and return this form to the appropriate office as noted below:

Students—Registrar’s Office, Guenther Enrollment Services Center, Room 136

Employees—Human Resources, Administration Building, Room 140

Your preferred/chosen name will be used in place of your legal name for internal communication and certain external communications (i.e., website staff bio pages, sports information). Examples of internal communications include, but may not be limited to class rosters, advising lists, and e-mails.

**Legal Name** \_\_\_\_\_  
Last First Middle

**ID Number H00** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

I am requesting an update to my:

**Preferred/Chosen First Name:** \_\_\_\_\_  
(Please print preferred/chosen first name)

**Gender Identity/Designation:**  Female  Male  Non-binary

By entering my name below, I confirm my understanding of Hudson Valley’s Preferred/Chosen First Name and Gender Identity Policy below and request that my preferred/chosen first name be displayed where possible and/or my gender designation be updated.

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

The Hudson Valley Community College Preferred/Chosen First Name and Gender Identity Policy allows a student or an employee to officially notify the college of a preferred/chosen first name and/or gender identity, and have the preferred/chosen first name reflected in on-campus communication systems, as long as the preferred/chosen first name is not used for purposes of misidentification, fraud or misrepresentation and that the preferred/chosen first name meets community standards (i.e., not profane, obscene, or derived from hate-speech; and conform to technical requirements). There are limits to where preferred/chosen first names will be reflected in college communications and technological systems.

The College is obligated to use the legal first name for many official records and reports, including but not limited to: all legal documents and contracts, certain employment and payroll records, billing records, financial aid documents, official transcripts, medical records, employee benefit records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, external reporting or on any other document as required by law.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered or rescinded at the discretion of Hudson Valley Community College. Inappropriate use of the preferred/chosen name, including but not limited to misrepresentation or attempting to avoid a legal obligation may be cause for denying a request or rescinding a previous preferred/chosen name application.

*Office use only*

Date Processed \_\_\_\_\_

Alumni  Student  Human Resources

Initials \_\_\_\_\_

Date Copy Sent \_\_\_\_\_