

## Frequently Asked Questions Preferred Name & Legal Name/Gender/SSN Changes

What is a Preferred Name?

A Preferred Name is a name a student wishes to be known by in the University community that is different from a student's Legal Name. NMT's policy covers the use of a preferred First Name. Surnames can be changed only with a legal name change.

Do I have to use a Preferred Name?

No. Use of a Preferred Name is optional.

Does a Preferred Name affect my Legal Name?

No. An approved Preferred Name does not change your Legal Name.

What is a Legal Name?

A Legal Name is the name that appears on your passport, driver's license, birth certificate, or U.S. Social Security Card.

Where will my Legal Name be used?

Your Legal Name will be used in business and other processes that require use of a Legal Name. These include but are not limited to:

International Students and Scholars Office (ISSO) Documentation

Student Financial Services Documentation

Financial Aid and Scholarship documents

Federal Requests for Information

National Student Clearinghouse

Employment/other verifications

Transcripts

Academic Certifications

Diplomas

Campus Police Department

How do I correct or change my legal name for university systems?  
Students who wish to change their legal name must supply supporting legal documentation and complete the petition for a Legal Name/Gender Change to the University Registrar.

I need to change my legal name, h/Subtyal

preferred name more than once can lead to confusion regarding your identity and challenges in customer service.

Where will my Preferred Name appear?

A preferred name may be used in the following:

- Student email address

- Student Identification Cards

  - Class rosters

  - Residential life rosters

  - Canvas

  - Campus Directory unless a FEPPRA information block has been requested

Do I have to get a new University ID Card if I choose to have a Preferred Name?

No. Use of a Preferred Name on your Identification Card is only an option for students – in no ways it a requirement.

How do I get my Preferred Name on my NMT ID Card?

term. While many central administrative services will start to use the new name within a few days of submission, it is possible that the previous name will continue to be used through that term in some situations. Students are welcome to ask individuals and offices to use their requested name at anytime.

Can I change my email to match my Preferred Name?

Yes. Once the request has been reviewed and approved by the University Registrar's Office, you may contact the [ITC Help Desk](#) (or 575-835-5700) and request a change to your email address. ITC will follow their standard process of reviewing and assigning email addresses that includes determining how to assign addresses for individuals who have the same name. At that time, you may also indicate whether your legal name should remain as an alias or whether it should be completely removed from the system.

ITC currently reviews requests to change email addresses. Will their current procedure be affected by this policy?

No. ITC's current procedure of changing email addresses upon the reasonable request of a student, as determined by ITC, will not be replaced by this policy.

Once approved, are changes associated with the preferred name automatically generated by the system?

The Registrar's Office has to manually manage the process for the current system of Banner being used at NMT. Our hope is that once the new upgrade to Banner occurs, more elements of this process will be managed automatically.

What if implementation of this policy affects a Banner report?

If a department identifies a Banner report that needs to be updated, please contact the [ITC Help Desk](#) and the Business Office for assistance.

How do I submit a FERPA information block?

[https://www.nmt.edu/registrar/docs/FERPA\\_Notifications\\_10\(g\)102\(t\)\(4\)\(c\)\(i\)645onbl\\_3\(at\)2\(i\)6](https://www.nmt.edu/registrar/docs/FERPA_Notifications_10(g)102(t)(4)(c)(i)645onbl_3(at)2(i)6)