

**CHOSEN NAME & PRONOUN USAGE REQUEST FORM**

West Virginia Wesleyan College recognizes that some students may prefer to be referred to by a different name other than their legal name. All official college documentation (including transcript, diploma, enrollment reporting, W-2 and payroll information, etc.) will only use a student’s legal name. However, if a student wishes to be referred to by an instructor by a different first name, they may request a chosen name appear on the class roster for all classes in which the student is enrolled. Students wishing to record an official legal name change should refer to the guidelines on the website for submitting a Request for Legal Name Change. Please be advised that the chosen name may be used on mail correspondence from the college that is sent to your college or home address.

ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name you wish to be referred to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chosen First Name only

Allowable Name Formats include (but are not limited to):

* A shortened derivative of a name (e.g. “Tom” for “Thomas”)
* A middle name instead of a first name
* First and middle initials (e.g. “T.J.” for “Thomas James”)
* An anglicized name (e.g. “John” instead of “Xingyu”)
* A name that better represents the individual’s gender identity
* A name to which the individual is in the process of legally changing

Please indicate your pronouns below:

\_\_\_\_\_ She/Her/Hers

\_\_\_\_\_ He/Him/His

\_\_\_\_\_ Ze or Zie/Hir

\_\_\_\_\_ They/Them/Theirs

\_\_\_\_\_ Name/Use my name as a pronoun

\_\_\_\_\_ Check here if you want to have the Registrar’s Office notify faculty of your chosen name.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit form to **registrar@wvwc.edu**