



(715) 394-8228 (office)  
registrar@uwsuper.edu (email)

www.uwsuper.edu/registrar

Old Main 139, P.O. Box 2000 • Superior, WI 54880

### Student Preferred Name Request Form

Current Legal Name:     
Last First Middle

Student ID:

I request that the following name be recorded as my Preferred Name according to the UW-Superior Preferred Name Policy

First Middle

Please initial here \_\_\_\_\_ to indicate you have read and understand the UW-Superior Preferred Name Policy. The University of Wisconsin - Superior recognizes that students may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. The goal of the Student Preferred Name option at UW-Superior is to provide a consistent preferred name experience across University systems and use of one's preferred name wherever legal name is not absolutely necessary.

As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the legal name in select university systems and documents except where the use of the legal name is required by university business or legal need.

#### Places where Preferred Name will Appear

- Unofficial Transcript
- Student Center
- Class Roster
- Grade Roster
- Student Services Center (UW-S Staff)
- Online Advising Report
- Learning Management System (Learn@UW-Superior)
- Online Campus Directory

#### Places Where Preferred Name Will NOT Appear (Legal Name Required)

- Official UWS Transcript
- UWS Diploma
- Enrollment Verifications
- Student Financial Accounts
- Financial Aid
- Human Resources (Student Employment)
- Immigration and Visa-Related Documentation

#### Optional Preferred Name may Appear Upon Student Request

- Campus Web Email Directory – Request directly through UW-Superior Help Desk
- Campus ID – Request directly through Yellowjacket Union Front Desk

**Please note** that a preferred name is used solely within UW-S internal systems. All external systems such as home-town newspapers, official transcripts, enrollment verifications, etc will continue to use your legal first name.

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