



1355 West Highway 10
 Anoka, MN 55303
 763-433-1100
 AnokaTech.edu

Preferred Name Request Form

Complete this form if you would like Anoka Technical College to use a preferred name for you in its records, consistent with MnSCU System Procedure <http://www.mnscu.edu/board/procedure/1b01p2.html>. If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other Anoka Technical College records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. Anoka Technical College reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent, violates another system policy, etc. You may request to change your preferred name by completing this form again; individuals are not authorized to change a preferred name independently. You may be asked to show identification for security purposes.

Legal Name		
Legal First Name:	Legal Middle Name:	Legal Last Name:
Tech/Student ID, or STAR ID:		

By completing the information below, you are requesting that your preferred name appear as listed at any MnSCU Institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons subject to the technical capacity of each institution for some fields.

Preferred Name		
Please complete each of the fields below. Where technically feasible, this is how your preferred name will be displayed within MnSCU records where legal name is not required.		
Preferred First Name (Optional):	Preferred Middle Name (Optional):	Preferred Last Name (Required):
Signature of Requestor:		Date:

******This section completed by Human Resources or Registrar******

Photo ID Verified By:	Date:	ISRS:
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Employees return this form to Human Resources; Students return to Registrar's Office.