



**KINGSBOROUGH COMMUNITY COLLEGE  
OFFICE OF HUMAN RESOURCES**

**PREFERRED NAME REQUEST FORM**

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**EMPLOYEES REQUESTING A PREFERRED NAME MUST SUBMIT THIS FORM TO THE OFFICE OF FACULTY & STAFF RELATIONS / HUMAN RESOURCES**

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A Preferred Name is not a legal name, but is generally used to address the employee in accordance with the employee's preference. Note that your legal last name **MUST** be featured in the preferred email.

A Preferred Name may be requested for use in College e-mail, an unofficial document such as College directories, course catalogs, and other internal documents. Employees are advised that a Preferred Name will not be used for payroll, benefits and employment verification purposes.

Employees who wish to select a Preferred Name for internal CUNY purposes (in situations in which their legal name is not required) should submit this form to Human Resources.

Campus Human Resources will initiate the Preferred Name Change with Office of Information Technology and other relevant campus offices. Any changes in existing printed material(s) will be subject to campus timelines for updates and revisions.

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**LEGAL NAME:**

First Name  Middle Name  Last Name

EMPL. ID  Current Email:

Job Title  Department

**PREFERRED NAME:**

Preferred Names are limited to first and middle names only. A preferred last name may not be selected.

First Name  Middle Name

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

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**FOR HR USE ONLY:**

Date Request Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Submitted to OITS on: \_\_\_\_\_

**FOR OITS USE ONLY:**

New Email: \_\_\_\_\_

Approved By: \_\_\_\_\_