



# Widener University

One University Place, Chester, PA 19013

## Chosen Name Request Form

Widener University recognizes that some of its students may use first names other than their legal first names to identify themselves. Because of this, the university allows use of a first name different than one's legal first name on college records where it is legally permissible.

Please fill out this form to request to have a chosen first name instead of a legal first name reflected within areas of the University, please see the list included for specific areas. Once completed please return the form the Registrar's Office. Please note that changing your chosen first name for certain records does not change your legal first name with the University.

Widener University reserves the right to remove a chosen first name if it contains inappropriate or offensive language, or if the name is being used for misrepresentation.

### Chosen First Name Used

1. Student ID card
2. University email
3. Commencement program
4. Diploma

### Legal First Name Used

1. Financial aid and billing records
2. Official and unofficial transcripts
3. Paychecks and paystubs
4. Time entry system
5. Registrar's Office records (i.e., permanent student file records)
6. Official forms or correspondence from the university such as financial aid awards, residence life contracts, departmental or program notices, new hire forms, etc.

Current Legal Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Chosen first name (Please print clearly): \_\_\_\_\_

### Gender Identity

- Man (Cisgender) \_\_\_\_\_
- Man (Transgender) \_\_\_\_\_
- Woman (Cisgender) \_\_\_\_\_
- Woman (Transgender) \_\_\_\_\_
- Non-Binary/ Fluid \_\_\_\_\_
- Identity Not Listed \_\_\_\_\_

### Personal Pronoun

- She/Her/Hers \_\_\_\_\_
- He/Him/His \_\_\_\_\_
- Ze/Hir/Hirs \_\_\_\_\_
- They/Them/Their \_\_\_\_\_

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

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