

What is Preferred First Name?

Some CT State Connecticut Community College students are known by a first name that is different from their legal first name. This form will change the applicant's first name on institutional documents and records as allowed by law (excludes official documents such as credentials and transcripts.) Documents and records that may display a preferred or used name include course rosters, identification cards, email addresses, and honors, awards and prizes issued by the institution. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records.

Student Information:

Student ID: @_____ Phone Number: _____

Legal First Name: _____

Legal Last Name: _____

Preferred First Name: _____

College Email Address: _____

Certification:

By signing below, I affirm that I am the above-named person, and that I have read and understand the [Preferred First Name Policy](#) at CT State Community College.

Student Signature: _____

Date: _____

Please complete and return to the One Stop Enrollment Center

For Office Use Only:

Date Received: _____

Date Entered: _____

Entered By: _____