



PREFERRED/CHOSEN FIRST NAME Change Request Form

This form is not to be used to request a change to a Legal or Diploma Name

Name as it appears now on Student Center (e.g. Heydar Kim)	
Student Number	
Email Address	
<i>Office use only</i>	<i>Valid identification presented as verification</i> <input type="checkbox"/>
Preferred First Name Request (e.g. Henry)	

Return Completed Forms to:

Attention: Student Central, Western Student Services Building, Room 1120, contact@uwo.ca

Your Preferred/Chosen First Name

While we use the phrase “preferred name”, for some students, this is not just a preference: it is the only name they use and it is essential to their identity. For this reason, this page also uses the phrase “chosen name.” Your preferred or chosen first name is the first name you commonly go by, and differs from your legal first name. Western University, like many other institutions, requires that individuals use their legal name on all legal records and official documents. However, the University also recognizes that, as an inclusive community, many of its members use first names other than their legal first names to identify themselves. The University acknowledges that a first name can and should be used wherever possible in the course of University business and education.

At present, the Preferred/Chosen First Name is supported in the following systems:

- Western ONECard (replacement fee will apply)
- Display name on Western email (@uwo.ca)
- Greeting on Student Center
- Class Lists and Grading
- Display name on OWL

Change requests will typically be actioned within 5 business days and reflected in the systems indicated above.

- The preferred/chosen first name is intended primarily for currently registered students.
- Any student in an employment relationship with Western such as a work study student or a graduate student, or are required to complete standard testing such as WHMIS, AODA (Accessibility) or Safe Campus Community (Harassment and Violence Prevention) training, may need to update their preferred/chosen name request due to their relationship with Western’s HR system, e.g. at the beginning of each term when a hiring contract is processed.
- The preferred/chosen first name will be shared with Western Human Resources for purposes of updating data for students who have a record on the HR system (e.g. work study students, graduate students, volunteers, etc.). HR will further share data with integrated systems in support of the services noted above. Please note that the preferred/chosen first name will not be visible on My Human Resources, at present.
- Individual requests relate specifically to first names – middle names and last names can only be amended through the Legal Name change or Diploma Name change policies as appropriate.
- Students may determine and designate a preferred chosen first name that they want to be known by at Western. The University reserves the right to remove a name if it contains inappropriate or offensive language, or is being used for misrepresentation.
- Western is working to expand the use of preferred/chosen first name across its systems. Please be aware that there are many instances of units across campus who may use your name outside of the instances initially identified as part of this Preferred/Chosen First Name Change process.

I would like to request that my preferred/chosen first name be utilized within Western where my legal name is not required for the services defined by the Office of the Registrar. I understand that my last name and middle name cannot be changed, and that my use of a Preferred/Chosen First Name is subject to the Preferred/Chosen First Name Policy, which I have read and understood.

Student Signature: _____ **Date:** _____