



SUBMIT THE COMPLETED FORM TO:
 Office of the Registrar, Eckhart Hall 1st Floor,
 347 S. Gladstone Ave., Aurora IL 60506
 Phone: 630-844-5462 Fax: 630-844-5463
 Registrar@aurora.edu

Request a Chosen Name

As an inclusive community, Aurora University welcomes persons of all sorts. We recognize that some of us use names other than their legal name to identify and refer to themselves. Further, some community members chose to use alternate pronouns to those associated with their legal name. The University acknowledges that chosen names and pronouns can and should be used wherever possible in the course of University business and education. The University will strive to use chosen names and pronouns in documents and communication whenever possible. Therefore, it is the policy of the University that an individual may choose to identify themselves within the University's information systems with a chosen first, middle, and/or last name, and pronoun, in addition to the person's legal name. It is further understood that the person's chosen name and pronoun shall be used where possible in University communications and reporting except when the use of the legal name is required. Inappropriate use of the chosen name policy, including but not limited to avoiding a legal obligation, misrepresentation, and the use of offensive language, including profanity or language which has the effect of mockery, may be cause for denying the request.

Examples in which legal name will still appear:

- Enrollment Inquiries and Verifications
- International Visa Status
- Paychecks and pay advices
- Financial Aid
- Official Transcripts
- Other documents requiring legal name
- Health, Insurance and Medical Documents and Records
- Diplomas
- Student Accounts
- W-2 and other tax forms

Information

Full **Legal** Name: _____ Student ID#: _____
Last First Middle

Email: _____ Date of Birth: _____ Phone: _____

I wish to have a university login based on my chosen name Yes No

Full **Chosen** Name: _____
Last First Middle

Personal Pronoun (choose one)

- SHE She/Her/Hers HE He/Him/His ZE Ze/Hir/Hirs
 THEY They/Them/Their NAME Use my name as pronoun

Disclaimer and Signature

Most university systems will reflect the chosen name once it is approved and entered in the system. It may not be possible to make the user account updates when a term is in progress, which primarily affects the login you use when accessing university systems. I understand that if I do not submit the request at least three business days before the start of the term this update may need to be deferred until at least the end of the term. I understand that I must submit this form in person to the Office of the Registrar or submit a notarized copy.

Signature: _____ Date: _____
Use Legal Name

Office use only

Initial & Date: _____ Entered in Colleague _____ Email itshelp _____ Email Student _____