

Albright College Preferred Name Policy for Students

Albright College recognizes that students might opt to use a preferred first name rather than their legal name. Albright's Preferred Name Policy provides this option and supports the community's belief in inclusion. Examples of where a preferred name might be used include international students wishing to use an alternate name, or transgender students wishing to use a name that represents their gender identity. The goal of the Albright College Preferred Name Policy is to provide students a consistent preferred name across all College systems wherever a legal name is not required by law.

Unlike a nickname, a preferred first name should be usable in social circles and with professors and staff members on campus. We encourage students considering use of a preferred name to use good judgement in their selection. Please note that all campus preferred name requests are subject to review and approval.

The Albright policy allows for a preferred first name only; therefore, your legal last name will appear with your preferred first name. Your legal first name will not appear on internal documents, or in areas modified to accommodate the preferred name.

The *Albright College Preferred Name Policy* is used in all cases where a legal name is not required. Examples of where your primary/legal name is required include but are not limited to:

- Financial Aid & Student Account Records
- Student Employment, Payroll, and Tax Documents
- Official and Unofficial College Transcripts
- Federal Immigration Documents
- Enrollment Documents used in certificate programs or state licensure

International students are encouraged to indicate a preferred first name if they wish; however, this policy does not apply in situations where a legal name is required. For F-1 or J-1 student visa purposes, for example, the legal name must be used.

If you wish to declare a preferred name, do so by completing the Albright College Preferred Name Request Form available in self-service under the My Profile tab, Preferred Name Information. If you have questions regarding the Albright College Preferred Name Policy, or the process for updating your records with a preferred name, please contact the Albright College Student Services Center at 610-921-7515.