

## Preferred Name Request

As part of its commitment to providing a safe, inclusive, and respectful environment, New Mexico Institute of Mining and Technology (NMT) recognizes that many people prefer to use a name other than their legal name to identify themselves. As such, the university allows for students to request usage of a preferred name where reasonably possible in the course of university business and education. A preferred name reflects the manner in which an individual wishes to be addressed by faculty, staff, students, co-workers, and the public. NMT's rule does not cover surnames; surnames may only be changed with a legal name change.

Students requesting a preferred name under the age of 18 *must* submit written permission from a parent or legal guardian in addition to this form. NMT reserves the right to decline or revoke a preferred name change request—please refer to the preferred name change policy online at <https://www.nmt.edu/registrar> for complete requirements.

Please complete the information requested below and submit to the Office of the Registrar. A preferred name change may only be requested once and must be completed at least three weeks before the start of the next academic semester. You may withdraw a previous preferred name by submitting this form and selecting the “Withdraw Prior Request” option.

Legal Name:

Last

First

Middle

Preferred (First) Name:

Withdraw Prior Request

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