

Frequently Asked Questions for Adding a Preferred First Name

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Frequently Asked Questions for Students Adding a Preferred First Name

How do I set or change my preferred name?

You may add a preferred first name under the *Update and View My Personal Information* menu item in TruView.

Can I set my preferred name to whatever I want?

Students have the right to choose a name, but Truman State University reserves the right to remove any preferred name that is deemed inappropriate.

Where and how will my preferred name display?

There are two ways in which your preferred name will display: either as the preferred name alone or a preferred name along with your legal name. Examples of where only your preferred name will display include Blackboard, class rosters, grade reports, housing rosters, online campus directory, and university publications. If updates are made during the course of the academic term, students share responsibility for informing other members of the community of the change.

Examples of where your preferred name will display alongside your legal name or name of record include TruView, student conduct records, ID card, and University Police records.

Additionally, there are areas where your legal name or name of record will display alone. While most of these areas are housed internally in the university, your legal name or name of record will display on paychecks, financial records and documents, tax documents, visa and immigration documents, NCAA reports, and official transcripts, among others.

If updates are made during the course of the academic term, students share responsibility to inform interested parties of the change.

Who will have access to my name of record or legal name?

Some departments are required to use your legal name due to regulatory restrictions and/or third party involvement, including Financial Aid, Payroll, Student Accounts, and Information Technology Services. The primary student systems, communications and reporting for these departments will continue to use and display your legal name.

How do I change my legal name on my legal identifications and records?

The process for changing your legal name varies by state and country of residence and reason for the change. The university cannot change your legal name.

For more information about changing your legal name in Missouri, please visit courts.mo.gov, the Your Missouri Courts website, or this helpful resource: <http://www.wikihow.com/Change-Your-Name-in-Missouri>.

If you have a Social Security Number, you would also need to change your name with the Social Security Administration. Updating your name with the Social Security Administration is important because it may impact your FAFSA and/or taxation if your name is not up to date with the Social Security Administration. In addition to contacting the Social Security Administration to update your name, international students should also contact their home country embassy or consulate for more information about the process of changing a legal name

How do I change or correct my name of record or legal name at the university?

If your name appears incorrectly or if you have pursued a legal name change at the state or federal level, please bring legal documentation to the Office of the University Registrar so that the university can update your record. In addition, student employees must submit an updated I-9 form.

Are there any resources available for helping people pronounce my name?

Truman State University is committed to students feeling safe and supported on our campus. It is important that, as a community, we learn to pronounce everyone's name. If you encounter a situation in which another member of the community is not addressing you correctly, please contact the Institutional Compliance Officer to identify resources and strategies to ensure that you can be addressed correctly and respectfully.

How do I change my email address display name to reflect my preferred name?

After logging into TruView, select the *Update and View My Personal Information* menu and select the option to change your email display name.

How will my name be reflected in the Campus Directory?

If your primary role at Truman State University is "student," regardless of whether or not you work on campus, you will have your preferred name reflected in the campus directory.

What if I'm a student and an employee of the university?

If you have a preferred name, you will have your preferred name reflected in all systems and processes that have been designed to use preferred name. See [Frequently Asked Questions for Employees Adding a Preferred First Name](#) for specific details.

How do I revoke my preferred name or information from the campus directory?

Your name will be disclosed as directory information unless you opt not to permit such disclosure.

To revoke the university's disclosure of directory information, you have the option of requesting privacy through TruView.

How does using a preferred name specifically affect me if I'm an international student?

If you are a student on an F-1 or J-1 visa who chooses to use a preferred name at Truman State University, your preferred name will appear in several university systems. However, your SEVIS record will also continue to include your legal name as indicated on your passport.