

Preferred Name Resources

as of: 5/22/2018

Preferred Name Resources for Students

Procedure and Effect of Change in Student Records

You may elect to add a preferred first name to your academic record in TruView. Your preferred name will be used (when possible) on most university documents, systems and communications. Specifically, your preferred name will be displayed in the following places:

- Advising Records
- Blackboard
- Class Rosters
- Email Display Name
- Grade Reports
- Housing Roommate System and Rosters
- Student Conduct Records (along with legal name)
- Online Campus Directory
- Study Abroad (along with legal name)
- University Publications
- Degree Works
- ID Card (along with legal name)
- *TruView Portal (along with legal name)
- Library System (MOBIUS)
- Recreation Center System
- Food Service Meal Plans
- Applications and Communications

If you do not choose to use a preferred name, your legal name will be used.

*TruView Portal contains a number of resources for students, faculty, and staff and among the available tools some will display preferred first name and some will display legal name following the policy and guidelines established for when each is supposed to be used.

Student Action Required for Preferred Name Display

Note: Some of the actions below may incur a fee to complete the update or change.

Campus ID Card

By default, the Truman ID card has the student legal name on the front and back of the card. Once added to TruView, preferred names will be reflected on front of the Truman ID card. Students are encouraged to re-print their Truman ID cards as soon as possible if replacing an existing card to reflect a preferred name (please note, there is a fee to replace an ID card). Students also have the option of retaking their photo for their Truman ID cards during that time, and that new photo will be reflected in University systems. For more information about campus ID cards, please visit idoffice.truman.edu.

Email display name

To use your preferred name in your email address display name, log into TruView and select the *Update and View My Personal Information* menu and select the option to change your email display name. This will not impact access to your mailbox.

External communications

University communications sent to hometown newspapers, letters to home, and other forms of external communications may vary based on the protocol of a department, your college, adviser or dean. It is recommended that you connect with anyone writing letters of recommendation for you about the name you want reflected.

Legal Name/Name of Record

Your legal name must appear on diplomas and official transcripts; payroll records; tax documents; benefits information; financial aid documents, other financial documents including student loan contracts, bill payment, reimbursements, and banking information; visa and immigration documents; NCAA reports; and official health records.

The process for changing your legal name varies by state and country of residence and reason for the change. The university cannot change a legal name. You must pursue a legal name change with your state of residence and/or federal authorities and then submit a legal name change document (typically a court order) to the Office of the University Registrar. A student employee must also submit an updated I-9 form. Please note that any member of the university community with a social security number must change their legal name with the Social Security Administration as well.

As you make the decision to use a preferred name, please note that you may be required to disclose your preferred name together with your legal name on future documents including, but not limited to: background checks, professional licensure applications, graduate school/employment applications, and immigration applications. In addition, name and pronoun changes can be done once every 180 days.