

CHOSEN FIRST NAME CHANGE FORM

MassBay recognizes that members of our community may wish to identify themselves with a first name that differs from their legal name. The College's chosen name policy strives to support self-identification and believes a chosen first name can and should be used wherever possible in the course of College education. Students may use a chosen first name wherever a legal name is not required.

- Student ID cards (student must visit the OneCard office to request an updated ID card)
- Email *display* name (assigned email address will not change but *display* name will read as chosen first name)
- Class rosters and advisor lists
- Blackboard
- Diplomas (students will be able to select chosen name when applying to graduate)
- Honors, Awards and recognitions

A student's legal name shall be used on all College documents, systems, and communications external to the College and/or where a legal name is required. Examples include but are not limited to:

- Financial aid records
- Student accounts records
- Official transcripts
- Student directory information
- Health records
- Interactions with government agencies

Once a chosen name has been added, that name will be used by the College until the student withdraws their request. If the use of a chosen name is for improper use, such as misrepresentation or attempting to avoid a legal obligation, a student may be subject to disciplinary action, up to and including expulsion. The college reserves the right to modify or reject chosen first names that are offensive or use derogatory language and may be subject to disciplinary action.

A change to a student's chosen first name does not change a student's legal name. To change your legal name on all College records, please complete the [Legal Name Change form](#). A court order or other acceptable legal documentation is required.

LEGAL NAME:

First Name: _____ Last Name: _____

MassBay E-mail: _____

Student ID Number: _____

CHOSEN FIRST NAME: _____

Signature: _____ Date: _____

Student may submit this form in person to the Enrollment Center or electronically to Registrar@massbay.edu. If submitted electronically, email must come from the student's MassBay email address only.