



# PREFERRED/CHOSEN FIRST NAME AND GENDER IDENTITY FORM

80 Vandenberg Ave, Troy, NY 12180 www.hvcc.edu

To request a preferred/chosen first name and/or gender identity/designation, complete and return this form to the appropriate office as noted below:

Students—Registrar’s Office, Guenther Enrollment Services Center, Room 136

Employees—Human Resources, Administration Building, Room 140

Your preferred/chosen name will be used in place of your legal name for East First

Mid

**ID Number** H00 \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

I am requesting an update to my:

**Preferred/Chosen First Name:** \_\_\_\_\_

(Please print preferred/chosen first name)

**Gender Identity/Designation:**      Female      Male      Non-binary

By entering my name below, I confirm my understanding of Hudson Valley’s Preferred/Chosen First Name and Gender Identity Policy below and request that my preferred/chosen first name be displayed where possible and/or my gender designation be updated.

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

The Hudson Valley Community College Preferred/Chosen First Name and Gender Identity Policy allows a student or an employee to officially notify the college of a preferred/chosen first name and/or gender identity, and have the preferred/chosen first name reflected in on-campus communication systems, as long as the preferred/chosen first name is not used for purposes of misidentification, fraud or misrepresentation and that the preferred/chosen first name meets community standards (i.e., not profane, obscene, or derived from hate-speech; and conform to technical requirements). There are limits to where preferred/chosen