Procedures for the Use of Preferred Name for Students

Student

The student obtains an application form from the appropriate office in the student's faculty/graduate school.



The student fills out the form and submits it to the office in the student's faculty/ graduate school.



Undergraduate Faculty or Graduate School The dean will forward the student's application form to the executive vice president in charge.

(along with a summary of the condition of support at the student's faculty/graduate school)

Submitted to: Academic Affairs Team, Academic Affairs Group, Education and Student Support Department



University (Central Administration) The executive vice president reviews the student's application.



The executive vice president notifies the dean of the result.



The dean will issues a notification of approval of the use of a preferred name to the student if appropriate.

Undergraduate Faculty or Graduate School

Administration staff at the student's faculty/graduate school indicates on the student's record that the student is using a preferred name.

They will also reissue a Student ID, update the student's information in the academic system, and notify the library of the change in the student's information.