



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
REGISTRAR'S OFFICE
Park Place East, Winsted, CT 06098
(860) 738-6314**

PREFERRED FIRST NAME REQUEST

What is Preferred First Name?

Some Northwestern Connecticut Community College students are known by a first name that is different from their legal first name. In an effort to accommodate these students, the College has created a preferred first name option in select locations. While anyone is welcome to use a preferred first name, there are several groups of people for whom this option is invaluable. For example, some students are known by a middle name or a nickname and are hard to identify when their legal name is used. Additionally, this option will allow transgender students to use a preferred first name on campus prior to or without pursuing a legal change of their first name. Many international students may also find this option helpful if they use a nickname during their course of study in the States.

Use of a preferred first name on the Northwestern Connecticut Community College photo ID is optional. Please visit the College Library to obtain a photo ID.

Please complete all of the following fields and print neatly.

Student ID @ _____

Legal First Name: _____

Legal Last Name: _____

Requested Preferred First Name: _____

Student Signature: _____ **Date:** _____

Disclaimer:

The College reserves the right to approve or disapprove preferred first name change requests.

**PLEASE SUBMIT THE COMPLETED FORM IN PERSON TO THE REGISTRAR'S OFFICE:
GREEN WOODS HALL ROOM 215
OR EMAIL A PHOTO OF THE SIGNED FORM FROM YOUR COLLEGE EMAIL ONLY TO:
dzavatkay@nwcc.edu**

FOR OFFICIAL USE ONLY:

Date Received: _____

Date Entered: _____

By: _____