



# PREFERRED NAME REQUEST

Student Enrollment Center  
200 Prospect Street, East Stroudsburg, PA 18301-2999  
570-422-2800 • 800-378-6732  
570-422-2850 Fax  
[www.esu.edu](http://www.esu.edu) • [records@esu.edu](mailto:records@esu.edu)

To request a preferred name, complete this form in the Student Enrollment Center to update your record.

Your preferred name will be used in place of your legal name on D2L and class rosters in the myESU Portal. This form does not change your legal name on your academic/enrollment record, transcript, diploma, or financial record.

Faculty will see your preferred name when using the following faculty services:

- Class rosters
- Mid-term evaluations
- Final grade submission
- Advisee listing
- Student transcript search page (not the transcript itself)

Legal Name:

Last Name	First Name	MI
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Preferred Name:

Last Name	First Name	MI
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ESU ID:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Local Address:

Street	Apt.
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City	State	Zip Code
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Email:

<input type="text"/>	Phone:	<input type="text"/>
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Signature :

REQUIRED

<input type="text"/>	Date
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East Stroudsburg University recognizes that many students prefer to use first names other than their legal names to identify themselves. As long as the use of this preferred name is not for the purpose of misrepresentation, the university acknowledges that a “preferred name” can and should be used where possible in the course of college business and education. **All official university correspondence will use your legal name.**

Please note: the preferred name is used solely for East Stroudsburg University’s internal systems. Official transcripts, enrollment verifications, diplomas, third party database systems, will continue to use your legal name. Your preferred name can be changed no more than once an academic year and twice during a students tenure at ESU.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of East Stroudsburg University. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.