



Preferred Name Request Form
(email completed form to registrar@ketchum.edu)

Marshall B. Ketchum University recognizes that students may use a first name other than their legal first name. The University allows for use of a preferred name so long as it does not contain inappropriate or offensive language nor seek to misrepresent the identity of the individual. Please fill out this form to request your preferred name to be used through the University as described below. This form is not intended to record nickname or shorten name.

<p>I understand that by submitting this form, a preferred first name along with legal last name will be used in the following functions:</p> <ul style="list-style-type: none"> • Marshall B. Ketchum University Identification Card • Email Name • Moodle Name • My.Ketchum Display Name • Course Rosters • Presence Display Name • Unofficial Transcript 	<p>A legal first name, along with legal last name, must be used for the following functions (due to legal obligations):</p> <ul style="list-style-type: none"> • Admissions Correspondence • Degree Verification • Enrollment Verification • Financial Aid • Federal and State Agency Reporting • Student Accounts • Official Transcript • Diplomas • Accounts Payable and Payroll • Patient Records in Clinical Education (the record may also denote the preferred first name if the electronic health record system allows for it) 	<p>Each Program will be responsible for collecting the appropriate name for the following areas:</p> <ul style="list-style-type: none"> • White Coats • Commencement and White Coat Programs • Scholarship and Awards Programs <p>Note: Preferred names may be used for the categories listed above. You may need to submit your preferred name when placing an order for your White Coat or when applying for a scholarship. The Programs will receive notification of a student's preferred name.</p>
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Student's Full Legal Name:

Student ID/DOB:

Program:

Class Year:

Preferred First Name:

If I do not wish to be known by my preferred name anymore, I must submit the form again. I also understand that it may take up to 5 business days for it to change throughout the MBKU systems.

Student Signature: _____

Date: _____

Office Use Only

Date Jenzabar Updated:

Date Change Notification Sent: