



Worcester State University recognizes some students may prefer to use first names other than their legal name to identify themselves. All official documentation where required by law (e.g. student transcripts, tuition bills, financial aid submissions) and any external communications will use a student’s legal first name. However, for internal documentation and reporting (e.g. course rosters, OneCard, advising lists) students may indicate a chosen first name*. This name will appear on internal documents and records where legal name is not required once a student has enrolled. In addition, students may indicate gender identity, chosen prefix, and chosen pronouns. Students wishing to record an official legal name change should fill out appropriate forms with the Office of the Registrar. In order to change an email address, students should submit a helpdesk ticket (worchester.edu/IT-Help-Desk-Ticket) after this form has been approved and processed by the Registrar.

WSU ID Number: _____

Legal Last Name: _____ Legal First Name: _____

Legal Middle Name: _____ Chosen First Name: _____

Please indicate your gender identity. This information is for record keeping purposes only (optional):

- Man
- Non-binary
- Non-conforming
- Transgender
- Trans man
- Trans woman
- Woman
- Not Listed (please specify) _____

Please indicate your chosen prefix below (optional):

- Miss
- Mr.
- Mrs.
- Ms.
- Mx.
- I do not use a prefix

Please indicate your chosen pronouns below (optional):

- He/Him/His
- She/Her/Hers
- They/Them/Theirs
- Ze or Zie/Hir/Hirs
- Use my name only

Signature: _____ Date: _____

Signature of Registrar: _____ Date Processed: _____

*A chosen first name must not be used for the purposes of misrepresentation or avoiding a legal or financial obligation. The University reserves the right to remove a chosen name if it is used inappropriately. Potential misuse of chosen name by students will be investigated by the Code of Conduct process.



Worcester State University recognizes some employees may prefer to use first names other than their legal name to identify themselves. All official documentation where required by law (e.g. payroll, benefits) and any external communications will use an employee’s legal first name. However, for internal documentation (e.g. OneCard, Webadvisor) and reporting (including the publicly available online employee directory), employees may indicate a chosen first name*. This name will appear on internal documents and records where legal name is not required once an employee has been hired. In addition, employees may indicate gender identity, chosen prefix, and chosen pronouns. Employees wishing to record an official legal name change should contact the Office of Human Resources. In order to change an email address, employees should submit a helpdesk ticket (worchester.edu/IT-Help-Desk-Ticket) after this form has been approved and processed by Human Resources.

WSU ID Number: _____

Legal Last Name: _____ Legal First Name: _____

Legal Middle Name: _____ Chosen First Name: _____

Please indicate your gender identity. This information is for record keeping purposes only (optional):

- Man
- Non-binary
- Non-conforming
- Transgender
- Trans man
- Trans woman
- Woman
- Not Listed (please specify) _____

Please indicate your chosen prefix below (optional):

- Dr.
- Miss
- Mr.
- Mrs.
- Ms.
- Mx.

Please indicate your chosen pronouns below (optional):

- He/Him/His
- She/Her/Hers
- They/Them/Theirs
- Ze or Zie/Hir/Hirs
- Use my name only

Signature: _____ Date: _____

Signature of Human Resources Director: _____ Date Processed: _____

*A chosen first name must not be used for the purposes of misrepresentation or avoiding a legal or financial obligation. The University reserves the right to remove a chosen name if it is used inappropriately. Potential misuse of chosen name by employees will be investigated using Human Resources protocols.