



Chosen First Name and Personal Pronoun Request

PLEASE READ AND COMPLETE THE INFORMATION BELOW:

- OCC recognizes that students may use a first name other than their legal first name to identify themselves. As long as the use of this chosen name is not for the purpose of misrepresentation, OCC acknowledges that a chosen first name can be used where possible in the course of OCC business and education. OCC reserves the right to deny or remove, with or without notice, any chosen name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names. The last name (surname) will remain unchanged.
- Please be advised that requesting a chosen first name is not the same as legally changing your name through the court system. Selecting a chosen name does not change your legal name on OCC's records. If you have a legal name change, please provide supporting legal documentation and complete the **Student Update Information Request form**.
- Use of a chosen personal pronoun also provides one way for expression, and requestors have the option to choose a pronoun below.
- Chosen first name and chosen personal pronoun will be used on class rosters, grade rosters, and student schedules.
- Legal name will be used on certain records, including but not limited to official transcripts, diplomas, employment forms, payroll records, tax documents, financial aid documents and records, verification requests, third-party reports such as to the National Student Clearinghouse, and other records that require use of a legal name on record.
- Requestors also have the option to request a change to their username/email address below. If updated, the username/email address will reflect the chosen first name. For username/email update processing, please allow approximately one additional business day after your chosen name has been entered.
- To verify identity of the requestor, a valid OCC ID or government ID is required with this form for changes to be processed unless it is sent from your OCC Student email account.

REQUIRED INFORMATION

OCC STUDENT ID NUMBER _____		BIRTH DATE (MM/DD/YYYY) _____	
LAST NAME (LEGAL) _____	FIRST NAME (LEGAL) _____	MIDDLE NAME _____	
CHOSEN FIRST NAME _____		PHONE NUMBER _____	
ALTERNATE (NON-OCC) EMAIL _____			
Chosen Personal Pronoun			
Select One:			
SHE (She/Her/Hers)		HE (He/Him/His)	
ZE (Ze/Hir/Hirs)		THEY (They/Them/Their)	
NAME (Use my name as my pronoun)		N/A (Not applicable)	
Update my OCC Username/Email Address: Yes No			

SIGNATURE

Signature and date are mandatory. Signature may be your legal name or your chosen name.

Signature _____ Date _____

This form can be mailed to the address below or emailed to ces@oaklandcc.edu.
 Oakland Community College • George A. Bee Administration Center • 2480 Opdyke Road • Bloomfield Hills, Michigan 48304-2266
 To deliver in person, take this form to the Enrollment Services Office at one of the five campus locations.
 (For campus locations, go to oaklandcc.edu/campuses/default.aspx)

FOR OFFICE USE ONLY

Date Processed _____ By _____

Comments _____

Please Alert International Student Services of any F-1 Student Changes.