



CHOSEN NAME & PRONOUN USAGE REQUEST FORM

West Virginia Wesleyan College recognizes that some students may prefer to be referred to by a different name other than their legal name. All official college documentation (including transcript, diploma, enrollment reporting, W-2 and payroll information, etc.) will only use a student's legal name. However, if a student wishes to be referred to by an instructor by a different first name, they may request a chosen name appear on the class roster for all classes in which the student is enrolled. Students wishing to record an official legal name change should refer to the guidelines on the website for submitting a Request for Legal Name Change. Please be advised that the chosen name may be used on mail correspondence from the college that is sent to your college or home address.

ID # _____

Legal Last Name: _____ First Name _____

Name you wish to be referred to: _____

Chosen First Name only

Allowable Name Formats include (but are not limited to):

- A shortened derivative of a name (e.g. "Tom" for "Thomas")
- A middle name instead of a first name
- First and middle initials (e.g. "T.J." for "Thomas James")
- An anglicized name (e.g. "John" instead of "Xingyu")
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing

Please indicate your pronouns below:

_____ She/Her/Hers

_____ He/Him/His

_____ Ze or Zie/Hir

_____ They/Them/Theirs

_____ Name/Use my name as a pronoun

Student Signature: _____

Date: _____

Please submit form to registrar@wwvc.edu.