



Preferred Name Change Form

This form is for students who wish to use a *preferred* name instead of their legal name for interactions with the College. **Please be advised that your permanent record will reflect your legal name unless you legally change your name through the courts and complete Ohlone College's Change of Information form.** If you use a different set of pronouns and would like them added to the system please fill out this form completely.

Complete and return to:

Ohlone College
Office of Admissions and Records
43600 Mission Blvd.
Bldg. 7, Level 2
Fremont, CA 94539

Fax: 510-659-7321 or email admissions@ohlone.edu

PART I:

Student Information			
Ohlone ID #			Date of Birth
Legal Name			
	First Name	Last Name	
Preferred Name			
	First Name	Last Name	

PART II: PRONOUNS - OPTIONAL

For students who wish to use pronouns that are not currently listed as optional pronouns within Canvas. **Please be advised that the current selection on Canvas includes:**

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> He/Him/His | <input type="checkbox"/> (F)ae/(F)aer | <input type="checkbox"/> Ve/ver/vis |
| <input type="checkbox"/> She/Her/Hers | <input type="checkbox"/> Xe/Xim | <input type="checkbox"/> E/Ey/Em/Eir |
| <input type="checkbox"/> They/Them/Their | <input type="checkbox"/> Ze (or Zie) / Zir (or Hir) | |
| <input type="checkbox"/> Use my name | <input type="checkbox"/> Per/per/pers | |

If the pronouns you use are listed, please see this link for instructions on how to change your pronouns in Canvas.

PART III:

Student signature: My signature authorizes Ohlone College to change my <i>preferred</i> name. I understand that this process will not change my legal name with the District and that any official documents released from the District (official transcript; diploma, etc.) will be issued using my legal name.	
Student Signature	Date:

Office Use Only	
Date Processed:	Initials:
Verification email sent date:	Initials: