



# CHOSEN/PREFERRED NAME DECLARATION FORM

SVA recognizes that many members of our community use names other than their legal names to identify themselves. Therefore, any student, staff, or faculty member may declare a chosen or preferred name to be used wherever possible across campus.

Use of the chosen or preferred name will be reflected on the following SVA records:

- Grade rosters
- Attendance rosters
- SVA ID cards

**Please be advised that a legal name is required for all other records**, including student transcripts, financial aid documents and student invoices, payroll records, and tax documentation. Additionally, all official correspondence from the College will use your legal name.

Please check all that apply:  STUDENT     STAFF     FACULTY

### LEGAL NAME

Your name as it currently appears in SVA's records:

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME/INITIAL

### CHOSEN OR PREFERRED NAME

Your name as you wish it to appear on the SVA records listed above:

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME/INITIAL

*This is to attest that I am the student signing this form and I authorize SVA to update my chosen or preferred name in all applicable College records.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
SVA ID #

\_\_\_\_\_  
Date