NJIT recognizes that students may wish to be addressed by first name other than their legal name to identify themselves. For this reason, the university now allows students to apply for a preferred first name where reasonably possible in the course of university business and education. Please follow the link for more information about the policy.

**PREFERRED NAME POLICY**

Please complete the information requested below and submit to the Office of the Registrar. Application of a preferred name may only be requested once an academic year and must be completed at least one week before the start of the next academic semester.

**NJIT ID:** ________________________________

**Legal Name:** ________________________________________________

**Preferred First Name:** ________________________________________

Students requesting a preferred first name under the age of 18 must submit written permission from a parent/legal guardian in addition to a Preferred First Name Change form. NJIT reserves the right to decline or revoke a preferred first name change request, please refer to the preferred name change policy in the university catalog.

**Student Signature:** ________________________________

(Student Signature attesting the information submitted in support of this request is true and accurate)

**Date:** ________________________________