

This form allows students to change their common use, or chosen, names in the Olin email directory as well as the student directory. It also allows students to change pronouns appearing in the student directory. Note that our current records system only stores legal names and does not allow addition of common use names or pronouns; this means that course rosters and other system-generated information will contain your legal name and legal sex. Filling out this form does not change the name that will appear on official Olin mail to your permanent residence. If you are looking to update your legal name, please contact the Registrar.

**STUDENT DEMOGRAPHIC INFORMATION**\_\_\_\_\_  
DATE OF REQUEST\_\_\_\_\_  
STUDENT ID #\_\_\_\_\_  
CURRENT OLIN E-MAIL\_\_\_\_\_  
LAST NAME\_\_\_\_\_  
LEGAL FIRST NAME\_\_\_\_\_  
FIRST NAME YOU WOULD LIKE TO USE**NAME AND PRONOUN INFORMATION**\_\_\_\_\_  
NAME AS YOU WOULD LIKE IT TO APPEAR IN THE DIRECTORY\_\_\_\_\_  
PRONOUNS AS YOU WOULD LIKE THEM TO APPEAR IN THE DIRECTORY

I WOULD LIKE TO CHANGE MY OLIN EMAIL ADDRESS TO REFLECT MY COMMON USE NAME \_\_\_\_\_ YES \_\_\_\_\_ NO / N/A

WOULD YOU ALSO LIKE TO CHANGE YOUR PHOTO IN THE DIRECTORY? \_\_\_\_\_ YES \_\_\_\_\_ NO

If Yes, please attach a new photograph. If you would like to update the photo on your Student ID, please contact IT and they will do so for free.

WOULD YOU LIKE US TO EMAIL YOUR CURRENT FACULTY TO LET THEM KNOW YOUR NAME/PRONOUNS? \_\_\_\_\_ YES \_\_\_\_\_ NO

**SIGNATURES**\_\_\_\_\_  
STUDENT SIGNATURE\_\_\_\_\_  
DATE\_\_\_\_\_  
DEAN OF THE COLLEGE SIGNATURE\_\_\_\_\_  
DATE