



## PREFERRED FIRST NAME FORM

*Preferred/chosen first name will appear on class rosters, Nmail, ID cards, U-Pass, advisee lists, library account, diplomas and certificates. It will not appear on NEIUport, Official and Unofficial transcripts, financial aid, student accounts and billing notices, student health records, or responses to enrollment and degree verification requests. Please refer to the university policy G2.1 for a full listing. Return this completed form via your NEIU email to: Registrar@neiu.edu*

**Name:**

---

Last	First	Middle	NEIU ID Number
------	-------	--------	----------------

I wish to ADD \_\_\_\_\_ as my Preferred First Name.

I wish to REMOVE \_\_\_\_\_ as my Preferred First Name.

I wish to CHANGE my Preferred First Name to \_\_\_\_\_.  
(If you have a prior Preferred First Name, you must also REMOVE it with this form)

**Do you also wish to change your NEIU e-mail address to reflect the first initial in your preferred first name?**

☐ **Yes**

☐ **No**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_