

# Tufts University

## Preferred Names Policy and Process

This policy and process provides rules and guidelines for the use of preferred names at Tufts University. The intent of this policy is to allow individuals to select a “preferred name” instead of their “legal name” in certain University systems and under certain circumstances, such as:

- To select a name that better reflects their gender identity
- To select a name that better reflects their current surname (married name, maiden name, hyphenated name)
- To select a nickname, professional name or other variant that better reflects their personal identity.

	Preferred Name	Legal Name
<b>Definition</b>	A preferred name is the first and/or last name by which a person prefers to be identified that is not the same as their legal name.	A legal name is the name that identifies a person for legal, administrative and other official purposes. It is a person's name that is usually the name given at birth and recorded on the birth certificate or that has been declared the person's name by a marriage or by a court.
<b>Uses at Tufts</b>	You have the ability to update your preferred name <b>for general communications</b> . You may change the information in the white pages as well as on your email communication information. Your public safety ID card and Tufts User Name will not change.	Your legal name will continue to be used in systems that require it, for example: financial records, payroll and government reporting, official University records and medical records.
<b>Who to Contact</b>	Tufts Technology Services will assist you with using your preferred name for communication and contact purposes.	Tufts Support Services will process all legal name changes. Use the Name Change form and submit it to TSS. Note that you will need to provide an updated social security card to make any changes to your legal name.
<b>Links</b>	To select a preferred name use the link below for instructions:  <a href="https://it.tufts.edu/namechangepreferred">https://it.tufts.edu/namechangepreferred</a>	To change your legal name use the link below to access the Name Change form:  <a href="https://access.tufts.edu/sites/default/files/documents/hr/SC_infoc_hng.pdf">https://access.tufts.edu/sites/default/files/documents/hr/SC_infoc_hng.pdf</a>