



SUNY BUFFALO STATE UNIVERSITY  
REGISTRAR'S OFFICE  
Office of the Registrar  
1300 Elmwood Avenue  
Buffalo NY 14226  
Phone 716-878-4811 Fax 716-878-3419

## Preferred Name or Preferred Gender Designation Change Form

NAME

BANNER ID

EMAIL

PHONE #

### New Preferred Name (If Applicable)

#### CURRENT NAME

Last Name

First Name

MI

#### NEW NAME

Last Name

First Name

MI

### New Preferred Gender Designation (If Applicable)

Female

Male

Non Binary

- This process requires no proof or documentation and is an informal way for students to be better represented by their student record.
- With this change your preferred/ chosen name will be the one that most people using Banner, Degree Works, Brightspace and other programs will see. This process does not remove your legal name but rather pushes it into the background. Your preferred name should update in these companion systems within 24 hours of being changed in Banner.
- The Office of the Registrar reserves the right to not process any changes which may be deemed inappropriate or offensive.
- Your Legal Name will appear on your transcript and diploma unless you complete the separate New Legal Name form.