



CHOSEN PERSONAL INFORMATION

To request a change to your chosen personal information, bring this form to the Office of Human Resources along with your photo ID. Your chosen information will be used in place of your legal information in the directory and in the Time and Attendance system. Chosen personal information also may appear in college promotional materials, news releases and related systems. Please note, however, this form will not change your legal name on official employment records.

Employees wishing to change their name on their email should contact the IT helpdesk at extension 4567.

LEGAL NAME:

A/Universal ID Number:

_____			_____
Last Name	First Name	MI <input type="checkbox"/> (requesting only initial on record)	

Campus Email:

HOME MAILING ADDRESS:

_____			_____
Street		Apt. #	Telephone Number:
_____			_____
City	State	Zip Code	

CHOSEN FIRST NAME:

PRONOUNS: He/Him/His She/Her/Hers They/Them/Theirs

GENDER IDENTITY: Man Woman Nonbinary (X)

SIGNATURE (Required) _____ **Date** _____

SUNY Oneonta recognizes that some community members may prefer to use personal references other than those typically associated with their legal identification in daily use. The College extends this accommodation to help foster a more welcoming, supportive, and respectful campus climate for all of its students and employees.

This process does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY Oneonta. Inappropriate use of chosen personal information, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.