



CHOSEN PERSONAL INFORMATION

To request a change to your chosen personal information, bring this form to the Registrar’s Office along with your college ID. This form can also be [emailed](#) from your oneonta.edu email address.

Your chosen information will be used in place of your legal information on your campus ID card, class rosters, grade rosters, advisee listings, myOneonta, email display, and student portals. Students’ chosen personal information also may appear in college promotional materials, news releases and related systems.

The college will continue to use your legal first name within your academic record, official transcripts, enrollment verifications, financial record, and in most third-party database systems.

LEGAL NAME:

College ID Number:

Last Name First Name MI (requesting only initial on record)

Campus Email:

LOCAL 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. Your chosen personal information can be changed no more than once an academic year.

This process does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of SUNY Oneonta.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.