

PREFERRED FIRST NAME REQUEST (FOR CURRENT STUDENTS ONLY)

Please note: You must first submit your preferred first name to the UCLA Registrar's Office via MyUCLA

Preferred Name Request Process and Instructions

- After approval by the main campus Registrar, submit this form to the DGSOM Registrar (registrar@mednet.ucla.edu), along with documentation that main campus has already approved your preferred name request.
- Students may request that a preferred first name be used on certain student records. The term "preferred name" refers to a name that an individual wishes to use that differs from their legal name on certain DGSOM related records.
- A preferred name can only be used in place of a student's first name.
- The University reserves the right to remove or deny the preferred first name request if used inappropriate. This includes, but is not limited to names using foul or inappropriate language or names submitted to avoid a legal obligation or to create misrepresentation.
- An approved preferred name does not change a student's legal name. Students who wish to change their legal name must use the [Legal Name Change or Correction Form](#).
- It takes approximately 1 – 2 weeks for requests to be processed

Examples where a student's legal name must still be used include:

◆ Transcripts	◆ Affiliated Hospital Onboarding (VA, LA County, etc.)	◆ USMLE/NBME	◆ Diploma
◆ AD Username	◆ Licensure and Enrollment/Degree Verification	◆ Financial Aid/ Tax Documents	

Examples where your preferred name can be used include (please select from options below):

Class Rosters	Medical Student ID Badge	Mednet Email Display Name
---------------	--------------------------	---------------------------

By signing below, I fully understand the uses of and limitations of the DGSOM the preferred name and legal name.

Signature _____

Date: _____

9-Digit UCLA ID	Date of Birth (mm/dd/yyyy)	
LEGAL NAME on record with the DGSOM (print clearly)		
Last	First	Middle
PREFERRED FIRST NAME to be filed with the DGSOM (print clearly)		

Office Use Only

SIS _____ SRS _____ MyCourses _____ Staff Email Notification _____ Date Received: _____