How to Update Preferred Name in CUNYfirst

Student Instructions

Students can view or update their preferred name in CUNYfirst via the Student Center. A preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. To change the name that is displayed/reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request Form available in the Office of the Registrar. Official and legal name changes require specific documentation outlined on that form.
HOW TO UPDATE YOUR PREFERRED NAME IN CUNYFIRST

1. Log onto CUNYfirst and follow the below navigation:
   HR/Campus Solutions> Self Service> Student Center

2. In the Personal Information section, select Names link to edit your name.

3. Click on ADD A NEW NAME button.
4. For the Name Type, select **Preferred**. Enter your preferred name accordingly in the appropriate fields below. Click Save

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