Chosen Name Memorandum of Understanding for Students at Trinity University

Trinity University supports each student, recognizing that a chosen name may be a better reflection of that student’s authentic personhood than a name assigned at birth. Therefore, with notification through this memorandum, the university will strive to use a student’s chosen name when use of the student’s legal name is not required.

For the purposes of this memorandum, ‘chosen name’ refers to the name you choose to refer to yourself, excluding your family name. Your ‘name of record’ at Trinity University will remain your legal name until you change your name legally through the court system. If you change your name legally, contact the Office of the Registrar.

If you declare a chosen name on this form, the Office of the Registrar will arrange the following actions:

- **Email:** Information Technology Services (ITS) will create a second email address in the format of firstname.lastname@trinity.edu with your chosen name as firstname. Your original email address will be maintained, and you will receive email that is sent to either address. Your display name will be updated to reflect your chosen name for both email addresses.

- **Tiger Card:** The Tiger Card office will prepare a new Tiger Card at no charge if your chosen name does not appear on your current card. About a week after submitting this form, email TigerCardOffice@trinity.edu to confirm that your new card is ready for you to pick up.
  - If you’d like a new photo, email TigerCardOffice@trinity.edu to arrange a visit to the office for a new photo. If you wish to pursue this option, sign your chosen name here ________________________________________ so the Office of the Registrar will know that you will work directly with the Tiger Card office to arrange a new card with a new photo.
  - If your appearance subsequently changes, the Tiger Card office will retake your photo and issue a new card at no charge. To arrange for a Tiger Card with a new photo, email Trey Dunn at TigerCardOffice@trinity.edu.

The university is working to upgrade its database systems to display a student’s chosen name on class rosters and academic adviser lists. This upgrade is anticipated for completion during the 2019-20 academic year. However, until further notice, you must take the following steps yourself, if desired, to effectuate use of your chosen name:

- **Academic Adviser Roster and Class Rosters:** Let your adviser and professors know the name and pronouns they should use when speaking to you and about you.

- **On-campus Housing:** Notify ResLife@trinity.edu of your chosen name. Each time the Res Life office sends an email to residents, it will attempt to update your name in the Res Life database, which is populated with your name of record from the University’s database system. Additionally, each summer, your Resident Assistant will email you...
and their other residents to ascertain the name each resident wants on their door. You should respond with your chosen name.

- **Commencement Program:** Your chosen name will appear in the commencement program if you email your request to Registrar@trinity.edu no less than six weeks prior to commencement.

**Warnings and considerations:**
- Your chosen name will not appear in all University systems and on all documents. There are purposes for which only your legal name may be used, such as in student accounts, financial aid, academic records/transcripts, and diploma.
  - If you legally change your name, notify the Office of the Registrar. You can then order a replacement diploma and updated transcript containing your new legal name.
- Because your legal name is a permanent element of your college record and held by many offices, there may be occasions when faculty, staff, or others use your legal name instead of your chosen name.
- Inappropriate use of this chosen name memorandum, including but not limited to misrepresentation or the use of inappropriate or offensive language, may be cause for denying your request.

I have read, understand, and agree to the above. I hereby request that the Office of the Registrar take the above actions and that Trinity University use my chosen name when possible:

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<tr>
<th>Legal Name (printed)</th>
<th>Legal Name (signed)</th>
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<th>Chosen Name (printed)</th>
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Today’s Date

Return the completed form to the Office of the Registrar, Northrup Hall 118. 210-999-7201

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