



LEHMAN
COLLEGE



Office of the Registrar

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.



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HOW TO UPDATE YOUR PRFERRED 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.

Personal Information

[Emergency Contact](#)
Names

other personal... ▾ >>

Contact Information

[Home Address](#) [Mailing Address](#)

[Phone](#) [Email](#)

3. Click on **ADD A NEW NAME** button.

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name

ADD A NEW NAME

4. For the Name Type, select **Preferred**. Enter your preferred name accordingly in the appropriate fields below. Click Save

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type:

Format Using: English [Change Format](#)

Prefix:

First Name: **Middle Name:**

Last Name:

Suffix:

Date new name will take effect (example: 12/31/2000)

SAVE

[Return to Current Names](#)

Note: 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 on the Office of the Registrar’s website. Official and legal name changes require specific documentation outlined on that form.