PURPOSE
Creighton University allows students to provide a preferred first name which differs from their legal first name. The preferred first name does not alter the legal name on the student’s education record, including the official transcript.

SCOPE
Applies to all students in all Creighton University Schools and Colleges.

POLICY
Creighton University allows students to provide a preferred first name which differs from their legal first name. The preferred first name does not alter the legal name on the student’s education record, including the official transcript. Students may indicate their preferred name on the application for admission, or at any time by submitting to the Registrar’s Office a completed Preferred First Name Request form located on the Registrar’s Office website.

Allowable name formats include, but are not limited to:
- A shortened derivative of a name (e.g., “Sue” for “Susan”)
- A middle name instead of a first name
- First and middle initials (e.g., “A.J.” for “Andrew John”)
- An anglicized name (e.g., “Peter” instead of “Xingyu”)
- A name that better represents the individual’s gender identity
- A name to which the individual is in the process of legally changing

Creighton University will not accept a preferred first name that is vulgar or offensive, obscene, fanciful, or creates confusion of the individual with another person. The Provost or his/her designee has final approval.

Preferred First Name is included on:
- Class lists
- Grade rosters
- Unofficial transcript

Legal First Name is used in:
- Official transcript
- Degree verifications
- Enrollment verification
- Degree Works
- Financial Aid
- SEVIS
- Federal and State Agency reporting