



Excellence & Success

Preferred/Chosen Name Request Form

AIMS Education values the diversity of its community and is committed to providing an equitable and safe experience for students whose birth name and/or legal name does not reflect their gender identity and/or gender expression. An AIMS student wishing to select a preferred/chosen name may request to do so, provided the name change is not being used for the purpose of misrepresentation. AIMS students who register a preferred/chosen name may request to receive two copies of their AIMS certificate: one printed with their legal name as it appears in the student records system, and one printed with their preferred name as it is registered with Academic & Student Affairs.

Limitations: Designating a preferred/chosen name for use at AIMS does not constitute an institutional or legal name change. A student's birth name and/or legal name will continue to be used on AIMS documents. AIMS is unable to designate a preferred surname (last name) without documents showing that the surname has been changed legally by a court or government entity. AIMS also reserves the right to remove preferred names that are deemed harmful to the reputation or interests of the institution, derogatory or obscene in nature, convey an offensive message or otherwise inappropriate.

Completed forms should be returned to Academic & Student Affairs (Piscataway Campus)

Forms may be submitted in person or via email. **Please Note:** All forms submitted electronically must be accompanied by a copy of a government-issued photo ID with legal name (license, passport, etc.). For additional information regarding Preferred/Chosen Names, please contact Academic & Student Affairs at studentaffairs@aimseducation.edu or 908.222.0002 ext. 352.

In-person forms should be returned to:

Academic & Student Affairs
4500 New Brunswick Avenue
Piscataway, NJ (3rd Floor)

Emailed forms should be submitted to:

studentaffairs@aimseducation.edu
Subject: Preferred/Chosen Name

~ Please "Print" All Information ~

Preferred/Chosen Name	
Legal First Name	
Legal Last Name	
Email Address <i>*Please list the address on file at AIMS Education</i>	
AIMS Program of Study	

I affirm that I have read and understand the AIMS Preferred/Chosen Name Statement and Limitations (above).

Student Signature _____ Date _____

FOR OFFICE USE ONLY:

<i>P/C Form Received</i>	Date:	Staff Initials:	Completed by: Academic & Student Affairs
<i>P/C Request Status</i>	Date:	Staff Initials:	Completed by: Academic & Student Affairs
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
<i>Student Updated (email)</i>	Date:	Staff Initials:	Completed by: Academic & Student Affairs
<i>Relevant Faculty/Staff Notified (email)</i>	Date:	Staff Initials:	Completed by: Academic & Student Affairs
<i>P/C Form – Student File</i>	Date:	Staff Initials:	Completed by: Academic & Student Affairs