**Wellesley College**

**Student Name Policy**

Wellesley recognizes that some students prefer to use names other than (or in addition to) their legal ones to identify themselves. The College acknowledges that preferred names can be used in the course of College business and education, subject to the guidelines described below.

*Names and Name Changes*

A student’s legal name as used at Wellesley College is the name that appears on the student’s passport or other government-issued identification. Students also have the option to designate a “preferred first name” that differs from their legal first name so long as the name is not intended (in the College Registrar’s judgment) to misrepresent the student’s identity or is otherwise inappropriate.

Instructions for students who have changed their legal name after enrolling at Wellesley, are electing a preferred first name, and/or wish to designate a different preferred first name from the one they originally designated, are available at: <http://www.wellesley.edu/registrar/records/name>

*Internal Documents, Directories, E-mail Aliases, and ID Cards*

If a student designates a preferred first name, that name will appear alongside the student’s legal name in internal documents such as class lists, grade rosters, and reports issued by the Registrar’s Office. The preferred first name will also appear with the student’s legal name in the College Directory.

While the student’s original e-mail address will not change, alternative e-mail aliases are automatically provided to a student to reflect a new legal name and/or preferred first name.

Students may also have their preferred first name printed on their Wellesley OneCard with their legal last name. Those students wishing to do so should contact the Campus Police.

*Legal and Other External Documents*

The student’s legal name will be used for official college documents generally, including transcripts, documents (such as certifications and correspondence) prepared by the Registrar’s Office for third parties, and information (including enrollment status and degree conferral reporting) provided to the National Student Loan Clearinghouse.

*Diplomas and Commencement*

Students who have met the requirements for graduation are asked to designate the name that will appear on their diploma and in the commencement program. This name may be different from the student’s legal name and/or preferred first name, so long as the name is not intended (in the College Registrar’s judgment) to misrepresent the student’s identity or is otherwise inappropriate.