



GEORGETOWN UNIVERSITY

Chosen Name Policy

Use of a chosen name other than the legal name

While on campus, students may elect to use a chosen name other than their legal name. The legal name will still be used for official transcripts, diploma(s), financial aid documents, payroll, and other instances where a legal name is required by law or university policy.

Students may request use of their chosen first name in lieu of their legal first name via MyAccess. As long as the use of this chosen name is not for the purposes of misrepresentation, the University acknowledges that a chosen name may be used where possible. Although students are generally free to determine the chosen names they wish to be known by, inappropriate use of the chosen name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. Georgetown reserves the right to remove a chosen name if it is used inappropriately. Chosen names are limited to alphabetical characters, a hyphen (-) and a space. It is expected that students will request no more than one chosen name while enrolled at Georgetown. Students may always revert back to using their legal first name instead of use of a chosen name.

Keeping Your Legal Name Private

If a student does not wish GU to share the student's legal first name with external organizations, they have the option of requesting FERPA (Family Educational Rights and Privacy Act) directory exclusion, which revokes the University's right to share directory information with any outside source.

Students who wish to exclude any release of student information, under the FERPA exclusion guidelines, may request so by submitting a *disclosure of student information form*, found here to the University Registrar's Office.

It is important to know that choosing to request FERPA exclusion means that you will not be listed in the directory and the University cannot confirm your student status (e.g., for the purposes of credit card and insurance verifications, etc.). For more information, please contact the Georgetown University Registrar's Office.

Once the student's name is updated, the chosen name will appear on the student's GoCard, Class rosters, GU directory and email. Please note that a replacement GoCard must be issued to reflect the chosen name.

Please be advised that student addresses are linked to the student's legal name. That means any notices sent to the student's home address, including tuition and other payments due to the university, will bear the legal name.

Note on Diplomas: Upon graduation, student records may be changed under limited circumstances. If after graduation a student obtains a legal change, the University Registrar will honor a name change request and reissue the diploma. The student must return the initial diploma. Students should contact their campus Registrar's Office for appropriate steps.