Chosen/Preferred Name Declaration Form

SVA NYC

Registrar • School of Visual Arts
209 East 23rd Street, New York, NY 10010-3994
212.592.2200
registrar@sva.edu

SVA recognizes that many members of our community use names other than their legal names to identify themselves. Therefore, any student, staff, or faculty member may declare a chosen or preferred name to be used wherever possible across campus.

Use of the chosen or preferred name will be reflected on the following SVA records:

- Grade rosters
- Attendance rosters
- SVA ID cards

Please be advised that a legal name is required for all other records, including student transcripts, financial aid documents and student invoices, payroll records, and tax documentation. Additionally, all official correspondence from the College will use your legal name.

Please check all that apply: ☐ STUDENT ☐ STAFF ☐ FACULTY

LEGAL NAME

Your name as it currently appears in SVA's record

Last Name

First Name

Middle name / Initial

CHOSEN OR PREFERRED NAME

Your name as you wish it to appear on the SVA records listed above

Last Name

First Name

Middle name / Initial

This is to attest that I am the student, faculty and/or staff signing this form and I authorize SVA to update my chosen or preferred name in all applicable College records.

Signature SVA ID# Date (MM/DD/YR)