



Preferred Name

The University of Miami recognizes that many of its members use names other than their legal names to identify themselves. As long as the use of this different name is neither offensive to others, nor for the purpose of misrepresentation, the university acknowledges that a "preferred name" can and should be used wherever possible in the course of university business and education, except where the use of the legal name is required by university business or legal need.

The University of Miami has adopted a new policy that allows students to input a preferred first name, instead of their legal first name, for certain uses at UM.

Inappropriate use of a preferred name (including, but not limited to, avoiding a legal obligation or misrepresentation) may be cause for disciplinary action, and the administrative removal of the preferred name. Revocation of a preferred name shall be at the discretion of the University Registrar. Any additional disciplinary actions will be determined through the normal disciplinary procedures of the university.

Preferred Name will be used in the following locations:

- Class and Grade rosters
- Student Center in CaneLink
- Advisee lists
- Degree Audit screens
- On-line directory (May take up to 48 hours for change to be visible)
- BlackBoard
- Housing Rosters
- Student Activities Software
- Cane Cards
- Medicaat (Student Health Services)

Primary/Legal Name will be used for the following (no exceptions):

- Transcripts & Diplomas
- Degree Audit Report (PDF)
- Enrollment and degree verifications
- Health Insurance and Legal Medical Documents
- Financial Aid documents
- Student Accounts
- International student reporting
- Study Abroad
- Student employment
- Payroll

[Click here for the steps to change your PREFERRED first name \(preferred-named-update.pdf\)](#)