



## Student Lived Name and Pronouns Form

Under the Student Lived Name and Pronouns Policy (Policy), students may use a lived first name and their legal name. A student's lived first name is the name a student wishes to be known by in the Southwestern community. A student's legal name is the name that appears on the student's passport, driver's license, birth certificate, or U.S. Social Security Card. The student's lived first name may be used in many contexts, including (seating charts, Qwikly Attendance, Canvas, Self Service, and ID cards). For some records, Southwestern will use a student's legal name for legal or business requirements. Whenever reasonably possible, Southwestern will use a student's lived first name. Students may also update their pronouns via this form. Due to limitations described in the Policy, Southwestern cannot guarantee that the updated information will consistently appear across all platforms and documents.

**Instructions:** Students who want to update their lived first name or pronouns on Southwestern's database must complete this form and submit it for approval to the Student Services Office. Submit completed forms to [studentservices@swlaw.edu](mailto:studentservices@swlaw.edu). Forms will be processed within 10 business days.

Student's Full Legal Name:

Student's ID Number: .

Southwestern Email:

Best Phone Number:

1. Are you updating your name to include a Lived First Name?

Yes

No

2. If you answered yes to question 1, please indicate your Lived First Name.

3. Are you updating your pronouns?

Yes

No

4. If you answered yes to question 3, please indicate your pronouns. At this time, Southwestern's Information System supports the selection of She/Her, He/Him, or They/Them.

She/Her

He/Him

They/Them

5. Would you like a new student ID card?

Yes

No

6. Would you like a new Southwestern email address?

Yes

No

7. If you answered "yes" to question 6, please provide your requested email address. The address must conform to Southwestern's email format of first initial, last name, student's matriculation year @swlaw.edu (e.g., jsmith25@swlaw.edu):

8. If you answered "yes" to question 6, is there anything that should be avoided in your new email address (i.e. deadname, first initial of deadname, etc.):

### **Certification**

I verify that the information I am submitting to support my request is complete and accurate to the best of my knowledge. I understand that any intentional misrepresentation contained in this request may result in disciplinary action by Southwestern.

Student's Signature:

Date:

**Student Services Office Use Only**

Approved By:                      Date:

**Registrar Office Use Only**

Processed By:                      Date: