



## Vanderbilt Undocumented & Preferred Name Changes for gender non-conforming & transgender Students

A student who is able to change their name through legal documentation (court order) can simply present this documentation to the office of the registrar to change their name in university systems through a “documented name change form.” <http://registrar.vanderbilt.edu/academic-records/name-update/>. Graduate students employed at the University should also submit this paperwork to HR for employment purposes.

Without legal documentation, transgender and gender non-conforming students have 2 options to change their name in many (but not all) university systems. Students can either secure **an undocumented name change**, which is a change to have only their legal first and middle initials show in most university systems. The second option is a **chosen name** change that puts the name of a students choosing on select internal university systems. There are separate processes for each.

|   | Undocumented Name Change   | Preferred Name Change   | Notes  |
|---|--|---|--|
| In general, what does this process do?                            | Allows first and middle initials and the last name to be shown to represent the first and middle names of the student. (For example, Mary Janelle Smith will be recorded as “M.J. Smith”).                                       | Allows in some internal University systems for a student to be known by a name of their choosing. In most cases, the faculty/staff member will still have access to the student’s legal name (unless you’ve also gone through the undocumented name change, in which case your first and middle initials will show. |  |
| What is the process?  | Students may print a Name Change form from the <a href="#">University Registrar website</a> or pick one up in person. Write “undocumented” as the reason for the name change.  | Students complete the Preferred Name change form in the <a href="#">Office of the University Registrar</a> .  |  |
| Will this change my name on class rosters?                        | Allows first and middle initials and the last name to be shown to represent the first and middle names of the student. (For example, Mary Janelle Smith will be recorded as “M.J. Smith”).                                       | Allows in some internal University systems for a student to be known by a name of their choosing. In most cases, the faculty/staff member will still have access to the student’s legal name (unless you’ve also gone through the undocumented name change, in which case your first and middle initials will show. | If you would like additional support or assistance in contacting faculty in your classes in regards to names and pronouns. Please contact LGBTQI Life. |
| Will this change my name on my student ID?                        | Once processed through the registrar, allows first and middle initials and the last name to be shown to represent the first and middle names of the student. (For example, Mary Janelle Smith will be recorded as “M.J. Smith”). | No. This process does not change the students name on their ID.   | Please wait for your “undocumented name change” form to be processed through the office of the registrar   |
| Will this change my name on financial aid & work study timesheet? | No. For federal purposes your legal name will show here.   | No. For federal purposes your legal name will show here.  |  |



## Vanderbilt Undocumented & Preferred Name Changes for gender non-conforming & transgender Students

|   | Undocumented<br>Name Change  | Preferred<br>Name Change          | Notes   |
|---|--|-----------------------------------|---|
| Will this change my email address?  | No. See "notes" on how to update.  | No.                               | To change your email settings:<br><br><ol style="list-style-type: none"> <li>1. Go to <a href="#">accessVU</a></li> <li>2. Click on <b>Existing User</b></li> <li>3. Scroll down to <b>Modify personal options</b></li> <li>4. Log-in with your VUnetID and password</li> <li>5. Select <b>Set Preferred Email Address</b></li> </ol>                                     |
| Will this change my name in the Vanderbilt online directory (peoplefinder)? | No. See "notes" on how to update.  | No. See "notes" on how to update. | To change your directory information:<br><br><ol style="list-style-type: none"> <li>1. Go to <a href="#">accessVU</a></li> <li>2. Click on <b>Existing User</b></li> <li>3. Scroll down to <b>Modify personal options</b></li> <li>4. Select <b>VU directory Options</b></li> <li>5. Edit the current name being used in people finder to your preferred name.</li> </ol> |
| Will this change my name in Anchorlink?                                     | No. See "notes" on how to update.  | No.                               | Go to <a href="#">anchor link website</a> :<br><br><ol style="list-style-type: none"> <li>1. Log in to your <a href="#">Anchor Link account</a></li> <li>2. Go to Edit Profile under your profile picture on your home page.</li> <li>3. Edit your first, middle, and/or last name and click save</li> </ol>  |
| Will this change my name on my diploma at graduation?                       | Yes. At the point of graduation students are asked to confirm the primary name in the system as the name they would like on their diploma. Substantial changes from the current primary name require documented name change. (John Thomas Smith to Robert Matthew Smith would require documented name change, John Thomas Smith to J.T. Smith would not) | No.                               |   |

For questions contact:

Matthew L. King, Senior Associate University Registrar, 615-322-7701, [matthew.l.king@vanderbilt.edu](mailto:matthew.l.king@vanderbilt.edu)  
 Petey Peterson, Program Coordinator, Office of LGBTQI Life, 615-322-3330, [petey.peterson@vanderbilt.edu](mailto:petey.peterson@vanderbilt.edu)

Visit [Trans@VU](#) for additional resources on navigating as a trans or gender non-conforming student.  
<http://www.vanderbilt.edu/lgbtqi/transvu>