

Juilliard

Title:	Chosen Name Policy
Policy Owner:	Office of the Registrar
Contact Information:	Room 224 Main Building (212) 799-5000 x 220 kgertson@juilliard.edu
Applies to:	All Juilliard faculty, staff and students, including College, Pre-College, MAP and Evening Division
Effective Date:	July 1, 2019

Juilliard recognizes that students, faculty and staff may wish to use a chosen first name rather than their legal first name to identify themselves. Any person may designate a chosen first name regardless of whether they have legally changed their name. This Policy covers chosen first and middle names only. Surnames can be changed only with a legal name change. Chosen names may not be used for purposes of fraud or misrepresentation. Juilliard reserves the right to remove a chosen name if it contains inappropriate or offensive language.

To add or change a first or middle name, please fill out a [Request Form](#) and send it back to the appropriate office. <https://my.juilliard.edu/webform/chosen-name-request-form>

- College students: Registrar's Office
- Pre-College, MAP and Evening Division students: Respective departmental offices
- Faculty and staff: Human Resources

Stage Names

For persons who use a stage name that may include a last name different from their legal name, the School will recognize the stage name for performance programs only. Requests for a stage name listed in a performance program can be made with the individual department responsible for the performance.

Use of Legal or Chosen First Name

Chosen First Name: Places where chosen first names will be used include:

- Web Advisor
- Class rosters
- Class schedules
- Learning management systems (Canvas)
- Email address
- Programs

Juilliard

Legal Name: Places where legal names will be used include:

- Student accounts and billing
- Employment records and paychecks
- Financial aid documents and refund checks
- Enrollment and degree verification certificates
- Official transcripts
- Health records
- Immigration records

ID Cards

Either legal or chosen names can be used on School ID cards. Please note that once the ID card is issued, a fee will be incurred for subsequent name changes.

Legal Name Changes

Students or employees who have changed their legal name can have their records updated by completing a name change form and bringing one of the two following categories of documents to the Registrar's Office or to Human Resources:

- Government issued photo ID with the new name
- Legal name change documentation in English or certified translation and a government issued photo ID

Diplomas

The diplomas issued by Juilliard do not require the student's legal first or middle names. Students should indicate on the "graduation intent form" how they wish their name to appear on the diploma. *Please be mindful that some countries may require your diploma (in conjunction with your official transcript) for various legal, immigration and employment purposes. Choosing to print your "chosen" name on your diploma may result in unforeseen complications due to the discrepancy between your diploma and other documents that contain your legal name. Therefore, we recommend printing your legal name on your diploma if you plan to live, study, or work outside the United States.*

For more information on this Policy, please see the [Chosen Name Policy FAQs](#).

<https://www.juilliard.edu/school/about/policies-consumer-information/chosen-name-policy-faqs>