



From President Frank H. Wu:

Queens College and The City University of New York (CUNY) are committed to fostering an inclusive and respectful environment for all members of our community. In support of this commitment, CUNY has released updated guidance on how students can update their preferred names, gender identity, and pronouns across University systems. We are pleased to announce enhancements to the Preferred Name process, making it easier for students to reflect their identity in CUNY records.

Preferred Name Usage

Students may now request to use a preferred first and/or middle name (not last name) without legal documentation. Your preferred name will be displayed as the primary name in most CUNY systems, including:

1. Course rosters
2. Student email addresses
3. Akademos (online bookstore)
4. ALMA (library system)
5. Blackboard
6. Brightspace
7. DegreeWorks
8. Dropbox
9. EAB Navigate
10. FACTS
11. Microsoft 365 apps (e.g., SharePoint, Teams)
12. Schedule Builder
13. Zoom.

To submit a request: Complete the [Preferred Name Request Form](#) and return it to the Registrar's Office by email to registrar@qc.cuny.edu or in person in Dining Hall 128.

Legal Name Changes

Legal documentation (e.g., court order, marriage certificate) is still required for changes to official records such as transcripts and diplomas. Lost diplomas may be reissued.

Diploma Names

Beginning Fall 2025, students may choose to have their preferred name appear on their diploma. If you are graduating in Spring 2025, contact the Registrar's Office for available options.

Gender Identity Updates

You can update your gender identity directly in CUNYfirst; no documentation required:

1. Log into CUNYfirst
2. Navigate to Self Service
3. Under Personal Details, click Gender Identity
4. Choose from:
 - a) Male (M)
 - b) Female (F)
 - c) Transgender (T)
 - d) Gender Nonconforming (G)
 - e) Non-Binary (X)
 - f) A Gender Not Listed (L)
 - g) Not Specified (U)
5. Select the date you'd like this change to take effect

Alternatively, you may complete the [Gender Change Request Form](#) and submit it to the Registrar's Office by email to registrar@qc.cuny.edu or in person in Dining Hall 128.

Preferred Pronouns

You may select your pronouns in CUNYfirst. While not yet visible in all systems, faculty and staff are encouraged to use your chosen pronouns.

Important Considerations

1. If you receive federal financial aid, gender updates may require coordination with the Financial Aid Office and/or the Social Security Administration to avoid mismatches.
2. Using a preferred name on your diploma (instead of your legal name) may affect employment or immigration processes outside the U.S.

If you have any questions or need assistance, please contact the Registrar's Office at registrar@qc.cuny.edu.

