

To Students Who Intend to Use a Preferred Name

- The academic affairs section of your affiliation will reissue your student ID. There is no fee for the reissuance.
- The academic affairs section of your affiliation will change your registered name in the academic affairs system (UTAS) to your preferred name. The name in the list of course participants that lecturers see on UTAS will be your preferred name.
- Your preferred name will also be on your diploma as well as on the certificates which can be obtained from the Automatic Certificate Issuing Machine. However, for documents such as teacher's license and its application documents, which are required by law to use the legal name, using your preferred name is not allowed.
- The change will be reflected in other systems in the university (e.g. library system) accordingly, but it may take some time for the changes to be completed. Furthermore, there is a possibility that the changes may not be reflected in all systems. Please understand that you may be required to explain that you are using a preferred name by yourself depending on the situation.
- If you wish to continue using your preferred name after advancing to a graduate school, please submit a new application form for the use of your preferred name to the academic affairs section of your graduate school.
- You may sometimes be asked to explain the difference between your preferred and legal name. In general, you should provide the explanation yourself. In such cases, you can show the Approval of Use of a Preferred Name that is issued to you.