

# AMDA

## College of the Performing Arts

NEW YORK CITY • LOS ANGELES

### LIVED NAME & PRONOUN REQUEST FORM

Completed forms should be emailed to the Office of the Registrar for their respective campus:

New York - [NYREGISTRAR@AMDA.EDU](mailto:NYREGISTRAR@AMDA.EDU) | Los Angeles - [LAREGISTRAR@AMDA.EDU](mailto:LAREGISTRAR@AMDA.EDU)

#### LIVED NAMES

AMDA firmly believes that everyone should be addressed by the name with which they would like to be referred, and which authentically reflects their identity. AMDA acknowledges the importance that a change of name may have to students during their time with us, and therefore the institution allows for students to provide a lived first and middle name that is different from their legal name. To learn more about AMDA's Lived Name and Pronoun policy, visit [amda.edu/edi#policies](https://amda.edu/edi#policies).

Where can my Lived Name appear?	Where must my Legal Name be used?
<ul style="list-style-type: none"><li>• Communication with student and related contacts (such as parents and guardians)</li><li>• Student Portal</li><li>• Housing Portal</li><li>• Student ID Card</li><li>• Student Email</li><li>• Canvas Course Rosters</li></ul>	<ul style="list-style-type: none"><li>• International Student Documentation</li><li>• Student Accounts Documentation</li><li>• Financial Aid Documentation</li><li>• Federal Requests for Information</li><li>• Official Transcripts</li><li>• Payroll Documentation</li><li>• Other areas where legal name is required</li></ul>

#### CURRENT LEGAL NAME ON AMDA RECORD

FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

#### REQUESTED LIVED NAME\*

FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_

*\*Please note that only first and middle names may be requested. Students will automatically be issued a new AMDA Email Address and Student ID upon submission of this form.*

#### PRONOUNS

AMDA uses pronouns submitted on this form for internal staff and faculty communication purposes only. Pronouns are never shared with third parties or outside agencies without student consent. Please select from the options below:

- |                                 |   |
|---------------------------------|---|
| <input type="radio"/> She/Her   | <input type="radio"/> Xe/Xem              |
| <input type="radio"/> He/Him    | <input type="radio"/> Ze/Zir              |
| <input type="radio"/> They/Them | <input type="radio"/> Ze/Hir              |
| <input type="radio"/> She/They  | <input type="radio"/> Just my name please |
| <input type="radio"/> He/They   | <input type="radio"/> Other _____         |

\_\_\_\_\_ [initial] **I have read and understand where my lived name and pronouns will be used at AMDA.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_