

The University of Missouri – St. Louis acknowledges that many students use names other than their legal name to identify themselves. Students can update their preferred name in MyView.

Adding a chosen or preferred name does not change a student’s official name as a part of their educational record. Your official name is your legal name. Your official name is used for financial aid, international student I-20’s and other documents required by the university.

Preferred names will be displayed in the MyView student center, MyView class roster, and MyView grade roster. Additionally, a preferred name may be displayed in other university maintained software applications such as Canvas or MyConnect.

Students who choose to take advantage of this preferred name policy are subject to the [University Collected Rules and Regulations](#) as well as the University of Missouri St. Louis [Acceptable Use Policy](#) for technology.

Per the Collected Rules and Regulations, the preferred name can be listed on the university transcript and diploma by request. At the time of transcript request, students can select the option for preferred name. For diplomas, students are required to enter a degree name when applying to graduate. The degree name should be some form of the primary or preferred name and will print on the diploma. For students who have already graduated, a duplicate diploma request can be made with the notation of preferred name to print on the diploma.

*Please note – In accordance with the Collected Rules and Regulations, utilizing a chosen or preferred name is for first or middle names only and does not apply to a student’s last name. An official name change with proper documentation will need to be submitted in order to update a last name change. See links below:*

- Information on official name changes can be found [here](#).
- Information about changing a legal name in Missouri can be found [here](#).
- Information about changing your preferred name in MyView can be found [here](#).