

Title:	Chosen Name Policy
Policy Owner:	Office of the Registrar
Contact Information:	Room 2D01 (022) 25764890 / Ext. 8832 registrar@tianjinjuilliard.edu.cn
Applies to:	All Tianjin Juilliard faculty, staff and students including Graduate School, Pre-College, Public Education, and Continuing Education
Effective Date:	September 17, 2020

The Tianjin Juilliard School ("**Tianjin Juilliard**" or the "School") 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. Tianjin 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 [Chosen Name Request Form](#) and send it back to the appropriate office:

- Graduate Studies students: Office of the Registrar
- Pre-College, Public Education and Continuing Education students: Office of Pre-College and Educational Development
- Faculty and staff: Office of Human Resource

Stage Name

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

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

- Website of China Higher Education Student Information (<http://www.chsi.com.cn>)
- 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
- Other situations requiring legal name to be used under the applicable laws

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

To change the legal name or any other information that are to be filled in the diplomas, students must have reasonable and sufficient reasons and apply to the Office of the Registrar with valid certification documents. The required documents for the change of legal name normally include the official documents of change issued by the local public security station and the Resident Population Registration Card. Please check with the Office of the Registrar in advance for detailed list of required documents.

Faculty and staff members who have changed their legal name can have their records updated by completing a [Name Change Form](#) and bringing the required applications documents to the Office of Human Resource for application. The documents include, but not limited to,

- Government issued ID with the new name;
- Legal name change documentation;
- Legal document showing that both the former name and present name represent the same person; or
- Other documents as deemed necessary by the Office of Human Resource.

Diplomas

The diplomas issued by the School will only use the student's legal name as required by the local applicable laws in the People's Republic of China.