

Frequently Asked Questions Use of Preferred Name on BuckID

May I use a preferred name at Ohio State?

Students may select a preferred name, instead of their legal one, for certain uses at Ohio State.

What is a preferred name?

It is the name that you are called in day to day life. While anyone is welcome to use a preferred name, this option has been developed to respond to the needs of those who prefer to use a middle name or nickname, our transgender students and some of our international students.

How do I make the change?

Students can make the change themselves via Buckeye Link self-service in the personal information area. There is no documentation or permission required. There is a heading for name, and an option for preferred name. Changing it is as easy as changing an address or phone number. If no preferred name is selected, the legal name is the default.

Where will my preferred name be used?

The preferred name will show up on class rosters, for advisors and Canvas (formerly Carmen)—basically any day- to-day record. It will not show up on diplomas, transcripts or enrollment or degree verifications.

What about student employees?

Everything student related would follow the preferred name model, and everything employee related would not. So a student would show up in Canvas under the preferred name, and their legal name would show up on a paycheck.

Can I use my preferred name on my BuckID?

Yes. Simply tell the BuckID customer service representative that you want to use your preferred name on your BuckID.

Can I use my preferred name on my BuckID if I haven't registered it through Buckeye Link?

No. You must first designate your preferred name through Buckeye Link before you can change your BuckID.

Can I use a different preferred name on my BuckID than one designated through Buckeye Link?

No. The preferred name must be identical in both places.

Is there a cost if I want to exchange my current BuckID for one with my preferred name?

No. As long as you bring in your current BuckID, replacement is free. Multiple preferred name changes may result in charges.

What about regional campuses?

The Buckeye Link system for students enrolled on the regional campuses is the same as for those attending the Columbus campus. We are working to ensure that the preferred name can be applied to BuckID as well on those campuses.

Is the preferred name option available for staff and faculty BuckIDs?

This is currently a pilot program and is open only to students at this time.

Can my BuckID with my preferred name be used as proof of identity?

Not in all circumstances. In some places, especially off-campus, an ID with your legal name, such as a driver's license, may be required.