What Name Should I Use?

As of 2023, UVM operating procedure requires the use of lived names for all UVM community members wherever possible.
Use the graphic below to answer common questions about using lived name in place of legal in different situations when questions arise.

IS LEGAL NAME REQUIRED?

At UVM, lived name and gender is used wherever a legal name or legal gender is not absolutely necessary for legal, regulatory or reporting purposes.

if yes

Use legal name.

if no »»

IS THE MESSAGE PRIVATE?

Using someone's lived name is a sign of respect and promotes a culture of equity & inclusion for everyone in the UVM community.

if yes

Use lived name.

if no »»

CAN YOU USE A GREETING?

Replacing individual name(s) with a neutral greeting like "Dear Student" or "Catamount Family" avoids misnaming or misgendering anyone.

if yes

Use a greeting.

if no »»

IS THE MESSAGE INTERNAL TO UVM?

Internal means to people with UVM netids.

if yes

Use lived name.

if no »»

CAN YOU ASK THE ADDRESSEE WHAT NAME TO USE?

Avoid improper disclosure of legal and lived name on external messages by asking what name should be used.

if yes

Use name indicated.

if no

Use lived name.

NEED ADDITIONAL GUIDANCE?

For technical questions, contact Enterprise Technology Services (ETS). All other questions, contact the Prism Center:

✉ prism@uvm.edu

📞 802-656-8637

LIVED NAME

Is a self-chosen or preferred personal and/or professional name used instead of a legal name.

EXAMPLES OF SYSTEMS THAT REQUIRE USE OF LEGAL NAME AND/OR LEGAL GENDER

Legal names may continue to be used on documents and in systems that must use legal name due to regulatory or legal requirements.

- Student Accounts (Billing)
- Financial Aid
- 1098-T tax forms
- Authorized Payer Systems
- Official Transcripts
- Enrollment Verification Requests
- Academic Dismissal and Probation Letters
- College of Education Teacher Certification
- College of Medicine Medical Student Performance Exams (MSPE)
- Payroll

www.uvm.edu/policies/z-policy-index

UVM KNOWLEDGE BASE

Visit this Knowledge Base article for more information and to set your Lived Name and Pronouns at UVM.