

Hello, My Name Is..... FORM

Hello, My Name Is...

Please return this sheet along with other Acceptance materials

While you are in Business School, you will often be asked for your name. Your response may depend on the situation. Please select the name you wish to use for each of the three settings outlined here and PLEASE PRINT the information below.

This form is required so that we may create nametags, nameplates, and Business School e-mail accounts for you. Please fill it out carefully. Examples have been provided for clarity. For questions, please call Sarah Pearse at 404-727-8347.

1. Official Name: your full, legal name
 - This name will be used on your transcript and diploma
 - Any official name changes must be made through the University Registrar with proof of the change (marriage certificate, etc.)

First Name(s) _____

Last (Family) Name _____

2. What you want to be called in conversations
 - Name for nametags: what your friends and classmates will call you
 - Name for classroom nameplates: what your professors and classmates will use (During class discussions, professors call on students and students respond to each other's comments. Usually, professors use a first name, not a formal salutation like Mr. Cartwright or Ms.Chen)

Conversational First Name _____

Last Name _____

3. Name for your E-mail address in our internet system
 - The format of our e-mail addresses is Firstname_Lastname@bus.emory.edu
 - Please note how these names must be typed as email addresses for our system:
 - o John M. Smith = John_M_Smith@bus.emory.edu
 - o John Joo-Hun Lee = John_Joo-Hun_Lee@bus.emory.edu
 - o Mary Jane Grace Hopkins = Mary_Jane_Grace_Hopkins@bus.emory.edu
 - o Pedro Alvarez Molina = Pedro_Alvarez_Molina@bus.emory.edu
 - Note: you may want to make your "email first name" the same as your "conversational first name" so it will be easy for classmates and professors to reach you when they want to send you emails.
 - External users can find you when they search on the Emory University database, because both your official name and your Business School email address will be listed

* E-mail First Name _____

* E-mail Last Name _____

* If another student has the same name, the email addresses will be modified so each is unique.