

<b>Title:</b> 文件名:	Chosen Name Policy 选定名字政策
<b>Policy Owner:</b> 政策所有者:	Office of the Registrar 学籍注册办公室
<b>Contact Information:</b>  <b>联系方式:</b>	Room 3D01 022 25764890 / Ext. 8874 <a href="mailto:registrar@tianjinjuilliard.edu.cn">registrar@tianjinjuilliard.edu.cn</a>  3D01 室 022 25764890 / 分机号 8874 <a href="mailto:registrar@tianjinjuilliard.edu.cn">registrar@tianjinjuilliard.edu.cn</a>
<b>Applies to:</b>  <b>适用于:</b>	All Tianjin Juilliard faculty, staff and students including Graduate School, Pre-College, Public Education, and Continuing Education  天津茱莉亚学院研究生院、预科、公共教育及继续教育项目全体教师、行政人员及学生
<b>Effective Date:</b> <b>生效日期:</b>	September 17, 2020 2020 年 9 月 17 日

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.

天津茱莉亚学院（“天津茱莉亚”或“学院”）意识到，学生、教师及行政人员可能希望使用自己选定的名字而不是法律上的名字来表明自己的身份。无论是否已经合法更名，任何人都可以指定一个选定的名字。这项政策只适用于选定名和中间名。姓氏只有在进行合法变更的情况下才能更改。所选姓名不得被用于欺诈或虚假陈述。天津茱莉亚保留删除包含不恰当或冒犯性语言的选定名字的权利。

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

若要添加或更改名字或中间名，请填写[选定名字申请表](#)并将其回传至相应的办公室：

- 研究生：学籍注册办公室
- 预科、公共教育及继续教育学生：预科及教育发展办公室
- 教师及行政人员：人力资源办公室

## Stage Name

### 艺名

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.

对于使用艺名者，其姓氏可能与其法定姓氏不同，学院将仅承认用于演出项目的艺名。可以向负责演出的部门就在节目单中列出艺名提出申请。

## Use of Legal or Chosen First Name

### 法定或选定名字的使用

Chosen First Name: Places where chosen first names will be used include:

选定名字：使用选定名字的地方包括：

- Class rosters  
班级名册
- Class schedules  
课程表
- Learning management systems (Canvas)  
学习管理系统 (Canvas)

- Email address  
邮箱地址
- Programs  
节目单

Legal Name: Places where legal names will be used include

法定姓名：使用法定姓名的地方包括：

- Website of China Higher Education Student Information (<http://www.chsi.com.cn>)  
中国高等教育学生信息网 (<http://www.chsi.com.cn>)
- Student accounts and billing  
学生帐户及帐单
- Employment records and paychecks  
就业记录及工资单
- Financial aid documents and refund checks  
财政资助文件和退款支票
- Enrollment and degree verification certificates  
入学和学位验证证书
- Official transcripts  
官方成绩单
- Health records  
健康档案
- Immigration records  
移民记录
- Other situations requiring legal name to be used under the applicable laws

适用法律要求使用法定名称的其他情形

## ID Cards

### 校园卡

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.

校园卡上可以使用法定或选定的名字。请注意，校园卡一经发出，后续更改姓名将收取费用。

## Legal Name Changes

### 法定姓名更改

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.

学生如欲更改文凭上使用的法定名称或其他信息，必须有合理及充分的理由，并持有效证明文件向学籍注册办公室申请。法定名称变更所需文件通常包括当地公安机关出具的变更公文和常住人口登记卡。请提前向学籍注册办公室查询所需文件的详细清单。

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, 已更改法定姓名的教师及行政人员可填写[姓名更改表](#)，并将所需的申请文件提交至人力资源办公室，以更新其记录。文件包括但不限于：

- Government issued ID with the new name;  
政府颁发的已更名的身份证；
- Legal name change documentation;  
法定姓名更改证明文件；
- Legal document showing that both the former name and present name represent the same person; or  
表明曾用名和现用名代表同一人的法律文件；或
- Other documents as deemed necessary by the Office of Human Resource.  
人力资源办公室认为必要的其他文件。

## Diplomas

### 文凭

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.

根据中华人民共和国当地法律要求，本学院颁发的文件将仅使用学生的法定姓名。