

Official Name/Gender Designation Change Request Form

Instructions: Please fill out this form in its entirety and submit along with it the required documentation to the Office of the Registrar. If you are unable to bring original documents to the Office of the Registrar to be viewed, you must submit copies with original notary seals. Faxed copies are not accepted. International student's names must appear on college records exactly as they appear on the passport issued by the student's home county.

Former Legal Name: Last Name First Name Middle Name New Legal Name: Last Name First Name Middle Name New Salutation/prefix: Mr. Miss. Ms. Mrs. Mx. In order to change your legal name in your official academic record, the Office of the Registrar requests the following documentation: • Government Issued Document (Original or notarized copy of passport, driver's license, birth certificate etc.) reflecting new name. As well as ONE of the documents listed below: • Court order: Original court order signed by the presiding judge and bearing the county filing stamp. • Marriage Certificate: Original or copy with original notarized seal, of marriage license with county or parish filing stamp. • Divorce Decree: Original or copy with original notarized seal of divorce decree that includes a specific decree granting restoration of the maiden or other name, signed by the judge and bearing the county filing stamp. • Certificate of Naturalization: Original or copy with original notarized seal. Part 2: Gender Designation Change Are you requesting to change your gender designation on your official academic records with required documentation attached? Yes No In order to change your gender designation in your official academic record, the Office of the Registrar requests the following documentation: • Government Issued Document (original or notarized copy of passport, driver's license, birth certificate etc.) reflecting the new gender designation. Student Name: Student's ID: Student Signature Date:	name associated with the need to file Form SS-5 they wish to obtain fine	he applicant's Social Security A with the Social Security A ancial aid.	ncial aid, the applicant's name on the Faity number. After obtaining a legal name dministration to change the name on the your official academic records with requirements.	eir Social Security card if	
Last Name	Former Legal Name: _				
Last Name First Name Middle Name New salutation/prefix: Mr. Miss. Mrs. Mrs. Mx. In order to change your legal name in your official academic record, the Office of the Registrar requests the following documentation: • Government Issued Document (Original or notarized copy of passport, driver's license, birth certificate etc.) reflecting new name. As well as ONE of the documents listed below: • Court order: Original court order signed by the presiding judge and bearing the county filing stamp. • Marriage Certificate: Original or copy with original notarized seal, of marriage license with county or parish filing stamp. • Divorce Decree: Original or copy with original notarized seal of divorce decree that includes a specific decree granting restoration of the maiden or other name, signed by the judge and bearing the county filing stamp. • Certificate of Naturalization: Original or copy with original notarized seal. Part 2: Gender Designation Change Are you requesting to change your gender designation on your official academic records with required documentation attached? Yes No In order to change your gender designation in your official academic record, the Office of the Registrar requests the following documentation: • Government Issued Document (original or notarized copy of passport, driver's license, birth certificate etc.) reflecting the new gender designation. Student Name: Student's ID:				Middle Name	
New salutation/prefix:	New Legal Name:	Last Nama	First Nama	Middle Nome	
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documentation attached? ☐ Yes ☐ No In order to change your gender designation in your official academic record, the Office of the Registrar requests the following documentation: • Government Issued Document (original or notarized copy of passport, driver's license, birth certificate etc.) reflecting the new gender designation. Student Name: Student's ID:	0	e e			
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				ver's license, birth	
	Student Name:		Student's ID:		