Request for Change of Name on University Records

**Name Change:** This form and supporting documentation must be submitted to the Office of the Registrar in person, by mail, by fax, or by Virtru share before any name change can be made to your official university records. Do not email any sensitive documents. If submitting documentation by mail, please provide only photocopies; do not send originals. To send electronically, notify the Office of the Registrar that you’d like to share the documents securely through Virtru. The Office of the Registrar will then initiate Virtru encryption and you may share the documents.

Proof of **former** and **new** legal name must be submitted. **Acceptable documentation includes one from each category:** 1) court order, marriage certificate, or marriage dissolution decree; and 2) state issued driver’s license or identification card, social security card, or passport.

**Name Correction:** Minor corrections to misspellings may be made to the Office of the Registrar. Bring your UCSC Student ID Card and another form of official ID showing the name as it should appear on university records.

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**Correct Name Spelling:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**Incorrect Name Spelling** (name as it currently appears on University records):

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

- [ ] He/Him/His
- [ ] She/Her/Hers
- [ ] They/Them/Theirs
- [ ] Other ______________________

Students who attended after 1986 can update their gender on MyUCSC. If you do not know your login and password, please contact ITS Help at help@ucsc.edu or 831-459-4357.

- [ ] I attended prior to 1986 and need to change my gender/sex. Documentation should include the correct gender.

**Student ID Number:** ______________________

**College:** ________________________________

**Phone Number:** ____________________________

**Email:** ________________________________

Have you announced candidacy for graduation this quarter?  
- [ ] yes  
- [ ] no

**Reason for change (optional):** ______________________________________________________________________

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**Student Signature** ____________________________  **Date** ____________________________

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**FOR OFFICE USE ONLY**

**DOCUMENTATION VERIFIED BY:** ____________________________  **MAJOR:** ____________________________

- [ ] Evals Completed by: ____________________________  **COLLEGE:** ____________________________

- [ ] Spreadsheet Entered By: ____________________________  **DATE:** ____________________________

- [ ] Student Notified By: ____________________________  **DATE:** ____________________________  

- [ ] E-mail  

- [ ] Mail

**Revised:** 07/21/22