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 Filelocker 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 share via Filelocker, go to https://filelocker.ucsc.edu with registrar@ucsc.edu, selecting the “notify via email” box.

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 in person 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.

Correct Name Spelling:

________________________________________________________________________________________________
Last First Middle

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

________________________________________________________________________________________________
Last First Middle

☐ 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): __________________________________________________________________________

________________________________________________________________________________________________
Student Signature Date

_____________________________________________________________________________
FOR OFFICE USE ONLY

DOCUMENTATION VERIFIED BY: ______________ ☐ AIS DATA ENTRY COMPLETED BY: ______________
☐ EVALS COMPLETED BY: ______________ MAJOR: ______________ COLLEGE: ______________
☐ SPREADSHEET ENTERED BY: ______________ DATE: ______________
☐ STUDENT NOTIFIED BY: ______________ DATE: ______________ ☐ E-mail ☐ Mail

Revised: 05/28/21