



OFFICE OF THE REGISTRAR

Registrar, 1156 High Street, Santa Cruz, CA 95064
Phone (831) 459-4412 • FAX (831) 459-5051
registrar@ucsc.edu

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, or by fax 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.

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

Last	First	Middle
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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