

REQUEST FOR CHANGE OF NAME AND GENDER ON UNIVERSITY RECORDS

A current or former student requesting an official name and gender change on their academic records must complete this form and bring it **in person** to the Office of the Registrar. Bring your UCSC Student ID card or other form of official photo ID showing the name as it presently appears on university records with original, official documentation showing the legal change of name and gender. If you are not a Santa Cruz resident, you may send a notarized Request for Change of Name and Gender on University Records form with a copy of your official photo ID and a copy of official documentation showing legal change of name and gender, to: UCSC - Office of the Registrar, 1156 High Street, Santa Cruz, CA 95064.

You must submit documentation showing legal change of name (court order, marriage certificate, or dissolution decree) and provide use of requested gender on official documentation (e.g., driver's license, birth certificate, passport, etc.). Please call (831) 459-4412 if you have any questions.

Correct Name Spelling:

 Last First Middle

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

 Last First Middle

Check box to indicate a change in gender.

Student ID Number: W College: _____

Local Telephone Number: _____ E-mail Address: _____

Have you announced candidacy for graduation this quarter? YES NO

SIGNATURE _____ DATE _____

OFFICE USE ONLY

DOCUMENTATION VERIFIED BY: _____ GENDER: M F

AIS DATA ENTRY COMPLETED BY: _____

EVALS COMPLETED BY: _____ MAJOR: _____ COLLEGE: _____

SPREADSHEET ENTERED BY: _____ DATE: _____

STUDENT NOTIFIED BY: _____ DATE: _____ E-mail Mail