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, or share via Virtru. 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. 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. If you are not a Santa Cruz resident, you may send a 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:    ____________________________  Email 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

Revised: 10/27/21