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