

**OFFICE OF THE REGISTRAR**  
**Change of Name Form**

**Purpose:** Use this form to change your name in the Russell Sage College Student Information System.

**Current Students:** This form must be accompanied by a photocopy of an acceptable legal document reflecting the name change. Acceptable legal documents are a valid driver's license, marriage license, divorce decree that reinstates the maiden name, adoption documents, court order, valid passport, or birth certificate. Documents that are not considered acceptable legal documents include a social security card and a notarized statement. For international students on a visa, the name must reflect the name that appears on the visa. Russell Sage College allows all students to add a chosen campus name, which will be the first name used on campus (specifically for course, grading and advising rosters).

**Student Information** - Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you an International Student? ☐ No ☐ Yes

☐ I am requesting to change my legal name.

**Reason for Change**

(check all that apply)

- ☐ Data Error Correction
- ☐ Court Order
- ☐ Adoption
- ☐ Divorce
- ☐ Marriage
- ☐ Other \_\_\_\_\_

**Required Documentation**

(check all that are submitted with request)

- ☐ Birth Certificate or State-issued ID or Passport or SSN card
- ☐ Court Order
- ☐ Marriage Certificate/License
- ☐ Appropriate corresponding documentation

Previous Legal Name (print clearly):

Last

First

Middle

New Legal Name (print clearly):

Last

First

Middle

By signing below, I authorize the release of my name change to the National Student Clearinghouse for the purpose of notifying lenders and other authorized parties to verify my enrollment status

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# OR

☐

I am requesting to add a Chosen Campus Name.

*No documentation is required to add this information to your record. It does not change your legal name.*

Chosen Campus First Name: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Last name (print)

First name (print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Places where your legal first name will appear**

Student employee records	Payroll and Paychecks
Financial aid records	Student Accounts
Transcript	SEVIS (immigration status reporting)
Public Safety*	International I-20s
Enrollment/Degree Verification	Licensure Paperwork
Federal and State Agency Reports	NCAA official documents
Moodle	Mailed letters/documents

**Places where your Campus Chosen name will appear**

Course and grading rosters	Gmail Display Name
Advising Rosters	Residence Life Rosters
Student Id Card	Student Leader Lists
Public Safety*	Athlete roster pages on website
Diploma**	Club Rosters
Graduation List/program	

\*Depends on which resources are used in the Office of Public Safety

\*\* **Please note:** some employers require proof of degree and will request a copy of your diploma. They may require that your name on your diploma matches your legal name.

You may also revoke a Chosen First Name:

☐

Please revoke my previously requested Chosen Campus Name Change.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Legal Gender Change

This form must be accompanied by a photocopy of an acceptable legal document reflecting the new gender. Acceptable legal documents are a valid driver's license, marriage license, court order, valid passport, or birth certificate. Documents that are not considered acceptable legal documents include documents from a medical or mental health professional, a social security card, and a notarized statement.

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Last Name

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First Name

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Middle Name

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ID#/SS#

To request a gender change to be reflected in your Russell Sage College records please check one of the following:

Previous Legal Gender: \_\_\_\_\_

New Legal Gender: \_\_\_\_\_

By submitting this form with the acceptable legal documentation and signing below, I am requesting that the Russell Sage College Office of the Registrar change my gender in the college's student information system. Transcripts and diplomas do not indicate the student's gender.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_