

The Sage Colleges

ALBANY | TROY | ONLINE

OFFICE OF THE REGISTRAR

Change of Name and/or Gender

Purpose: Use this form to change your name in The Sage College's 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. The Sage Colleges (TSC) 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
- Court Order
- 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.

| | | | |
|-----------|------------|-------------|---------|
| Last Name | First Name | Middle Name | ID#/SS# |
|-----------|------------|-------------|---------|

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

From male to female

From female to male

By submitting this form with the acceptable legal documentation and signing below, I am requesting that The Sage Colleges 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: _____