

OFFICE OF THE REGISTRAR Change of Name and/or Gender 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 le	egal name.				
Reason for Change	Required Documentation	Required Documentation			
(check all that apply)	(check all that are submitted with request)				
Data Error Correction	□ Birth Certificate or State-issued ID	or Passport or SSN card			
Court Order	Court Order				
□ Adoption	□ Marriage Certificate/License				
	Appropriate corresponding docum	Appropriate corresponding documentation			
Marriage					
Other					
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.

Ch	nosen Campus First Name: <u>-</u>					
Le	gal Name:					
		Last name (print)	First name (print)			
Sig	gnature:		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			

NCAA official documents

Mailed letters/documents

Places where your Campus Chosen name will appear

Federal and State Agency Reports

Moodle

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 Russell Sage College records please check one of the following:						
From male to female	From female to ma	le				

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: _____

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