

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 Russell 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 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: _____