

## PREFERRED NAME/GENDER REQUEST FORM

To assist with the transition process and avoid being outed in the classroom, transgender students may choose to use a preferred name and gender. This does not change the official/legal name, which remains in the Academic Information System (AIS) and continues to be used in many instances. The preferred name option provides for choosing a different first, middle, or last name, or any combination thereof. Students in transition may also change their gender designation from Male or Female to Unknown, which is used by students who decline to state their gender when applying to UCSC.

Preferred name will be reflected on the AIS Student Center used by staff and students; on the class roster in MyUCSC; on the grade roster in MyUCSC, in conjunction with the official/legal name, which is used by faculty when submitting evaluations, on the AIS Academic Advisement Report; and on eCommons class rosters.

Preferred gender will be reflected in any campus system receiving gender data from AIS; however, it will not affect pronouns used in the evaluation system, which retains the official/legal name and is updated using data from the grade roster.

In the future, AIS preferred name may also be reflected in: the ID card system, the campus directory, the Health Center system, and the Student Advising Summary in AIS/MyUCSC. At this time, you may opt for a privacy setting that prevents being listed in the campus directory.

You may get an ID card with your preferred name by bringing the approved Preferred Name/Gender Request form to ID Card Services. There is a \$5.00 fee for a new ID card with a name change; \$10 for a new photo and name change.

Examples of where the official/legal name will continue to be used: the academic record (grade roster, transcript, and evaluations), the diploma, the Office of Financial Aid and Scholarships, and academic departments, colleges, and other units.

The Preferred Name/Gender Request Form may be submitted to the Office of the Registrar by fax (831) 459-5051, email attachment ([registrar@ucsc.edu](mailto:registrar@ucsc.edu)), or in person (190 Hahn Student Services). Documentation is not required. When processing the form, the Registrar's Office will contact the student to confirm the changes to AIS and answer any questions about preferred name/gender and official/legal name.

If you have questions or wish to speak with a trans ally privately, please contact Associate Registrar Tchad Sanger at [cpsanger@ucsc.edu](mailto:cpsanger@ucsc.edu) or 831-459-5604, or University Registrar Pamela Hunt-Carter at [phcarter@ucsc.edu](mailto:phcarter@ucsc.edu) or 831-459-2749.

Because official/legal name appears on the academic record transcript and diploma, and official/legal name and gender are reflected on evaluations, it is important for students who transition to complete the legal change of name and gender with the court system. The Transgender Law Center has resources at <http://www.transgenderlawcenter.org/formlinks.html> for California Change of Name and/or Gender.

**Current Name (name as it currently appears on University records):** \_\_\_\_\_  
Last First Middle

**Preferred Name:** \_\_\_\_\_  
Last First Middle

Check box to change gender designation to Unknown/Undetermined.

Student ID Number: W           College: \_\_\_\_\_

Local Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I have read the information above and understand the uses of the Legal Name and Preferred Name.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE USE ONLY**

DOCUMENTATION VERIFIED BY: \_\_\_\_\_

GENDER:  U

STUDENT NOTIFIED BY: \_\_\_\_\_

MAJOR: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

DATE: \_\_\_\_\_

E-mail

Mail