UNIVERSITY OF CALIFORNIA, SANTA CRUZ

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

SANTA BARBARA • SANTA CRUZ

OFFICE OF THE REGISTRAR

Registrar, 1156 High Street, Santa Cruz, CA 95064
Phone (831) 459-4412 • FAX (831) 459-5051
registrar@ucsc.edu

Request for Change of Name on University Records

Name Change: This form and supporting documentation must be submitted to the Office of the Registrar in person, by mail, by fax, or by Virtru share before any name change can be made to your official university records. Do not email any sensitive documents. If submitting documentation by mail, please provide only photocopies; do not send originals. Upload your completed form using Virtru, a safe and secure data encryption service supported by UC Santa Cruz.

Proof of ***former*** and ***new*** legal name must be submitted. **Acceptable documentation includes one from each category: 1) court order, marriage certificate, or marriage dissolution decree; and 2) state issued driver's license or identification card, social security card, or passport**.

Name Correction: Minor corrections to misspellings may be made to the Office of the Registrar. Bring your UCSC Student ID Card and another form of official ID showing the name as it should appear on university records.

Correct Name Spelling:

_____
Last First Middle

Incorrect Name Spelling (name as it currently appears on University records):

_____
Last First Middle

Students who attended after 1986 can update their gender on MyUCSC. If you do not know your login and password, please contact ITS Help at help@ucsc.edu or 831-459-4357.

☐ I attended prior to 1986 and need to change my gender/sex. Documentation should include the correct gender.

☐ He/Him/His ☐ She/Her/Hers ☐ They/Them/Theirs ☐ Other _____

Student ID Number: _____ College: _____

Phone Number: _____ Email: _____

Have you announced candidacy for graduation this quarter? ☐ yes ☐ no

Reason for change (optional): _____

Student Signature Date

FOR OFFICE USE ONLY

DOCUMENTATION VERIFIED BY: _____ ☐ AIS DATA ENTRY COMPLETED BY: _____

☐ EVALS COMPLETED BY: _____ MAJOR: _____ COLLEGE: _____

☐ SPREADSHEET ENTERED BY: _____ DATE: _____

☐ STUDENT NOTIFIED BY: _____ DATE: _____ ☐ E-mail ☐ Mail

Revised: 04/04/23