



SOUTHWESTERN UNIVERSITY

REQUEST FOR LEGAL NAME OR GENDER CHANGE

To change your legal name and/or gender on your University record, complete the relevant sections of this form and submit required documentation, in-person, to the Office of the Registrar. If completing by mail, this form and supporting documentation must be notarized. Current and past students may complete the process for a legal change of record.

PART A: Current Information (required)			
Last Name	First Name	Middle Name	Student ID or SSN
Southwestern University Email (or personal, if none)			Date of Birth (MM/DD/YYYY)
Mailing Address (Street, Apt. Number or P.O. Box, City, State, Zip Code, Country)			

PART B: Name Change (if applicable)		
Check this box if performing a legal name change: <input type="checkbox"/>		
The following documentation is required to legally change your name: 1) A certified copy of court order or birth certificate reflecting the name change 2) One of the following reflecting the name change: driver's license, state ID card, military ID card, valid passport/visa* (* required for international students)		
New Last Name	New First Name	New Middle Name

PART C: Gender Change (if applicable)
Check this box if performing a legal gender change: <input type="checkbox"/>
The following documentation is required to legally change your gender: 1) A certified court order reflecting the gender change 2) One of the following reflecting the gender change: driver's license, state ID card, military ID card, valid passport/visa* (* required for international students)
Select new gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other (please specify):

PART D: Certification (required)	
My signature below certifies that I am requesting that name and/or gender be changed on Southwestern University records, and the information I have provided on this form is true and accurate to the best of my knowledge.	
Signature (sign in blue or black ink)	Date

PART E: Notary Information (required completion by Notary if mailing paperwork – use address below)		
Photocopies of the above required documentation must be notarized and submitted with this document.		
County of	State of	Notary Stamp
Signed before me on this date	Notary Signature	