

INSTRUCTIONS FOR STUDENT INFORMATION CHANGE FORM FOR LEGAL NAME AND/OR SEX CHANGE

Legal Name Change

A student's name of record includes first name, middle initial or full middle name, and the last (family) name. Union College will change the name of a currently enrolled student or alumnus on its official records upon receipt of a request in writing accompanied by evidence of the legal basis for the change. A record of the previous name will be maintained in our database, but all official documents will be released under the new name.

Students who wish to change their legal name with the college may do so by submitting the "Student Information Change Form" to the Office of the Registrar along with the required documentation. The form can be found on the Registrar's website.

Required documentation includes two forms of government issued identification bearing the revised name, at least one of which contains a photograph. Acceptable documents include:

- Court Issued document
- Social Security Card
- State Driver's License or State ID Card
- Passport
- Marriage License
- Divorce Decree
- Birth Certificate

Legal Sex Change

Union College will change the sex of a currently enrolled student or alumnus on its official records upon receipt of a request in writing accompanied by evidence of the legal basis for the change.

Students who wish to change their legal sex with the college may do so by submitting the Student Information Change Form and required documentation to the Registrar's Office.

Required documentation includes two forms of government issued identification bearing the revised sex, at least one of which contains a photograph. Acceptable documents include:

- State Driver's License or State ID Card
- Passport
- Court Order documenting the sex change
- Amended birth certificate with the revised sex

Submitting your Request and Documentation

If you are unable to present the original documents in person, you must submit the Student Information Change Form and either notarized copies of accompanying documents, or certified copies issued by the governmental agency in place of notarized copies. Copies of Social Security Cards will not be retained and will be destroyed after the name change has been recorded.