OFFICE OF THE UNIVERSITY REGISTRAR

CHANGE OF LEGAL NAME, LEGAL GENDER OR DATE OF BIRTH REQUEST FORM

Use this form to request changes, due to incorrect spelling or legal situations, to the primary name, legal sex and/or date of birth under which your UDSIS education record is listed. If you have any questions, contact the Registrar's Office at (302)831-2131.

✱ I am submitting this form to update my(check all that apply): ☐ **NAME** ☐ **GENDER** ☐ **BIRTHDATE**

****Please provide copies of REQUIRED DOCUMENTATION when submitting this form****

Legal Name Update	**Legal Gender Update**	**Date of Birth Update**
Driver's License Passport Court Order Marriage Certificate will **not** be accepted.	Driver's License Birth Certificate Passport	Driver's License Birth Certificate Passport

Instructions:

1. Complete this form in its entirety.
2. Download your form *with your changes*, and save form as .pdf.
3. Upload your completed form **and** legal documents to our secure server: http://www.udel.edu/reg-submitdocs. Forms submitted without legal documentation will not be processed.
4. Please allow up to 10 business days for your request to be processed after uploading this form.

Student ID (required- this is not your social security number):

Legal Name Update:

Previous Last Name: First: Middle:

New Last Name: First: Middle:

Legal Gender Update:

Male ◉ Female ◯ Other ◯

Date of Birth Update (use format MM/DD/YYYY)

Reason for Change:

Signature: _____ Date:

Return this form via our secure server: http://www.udel.edu/reg-submitdocs