



To ensure the accuracy and privacy of your record, the Registrar's Office requires official documentation and written authorization to make changes or corrections to the name and/or gender listed in your student account.

Please note that forms and documentation mailed to our office must be notarized.

I am a student of (circle one): Harvard College or GSAS House (if Harvard College): _____

HUID: _____

Department/Concentration: _____

Email address: _____

Name change

Current/old name:

Last
First
Middle

New/updated name:

Last
First
Middle

You must submit one item of documentation that shows the current/old name that is in our records, and one item of documentation that shows your new/updated name. Appropriate documentation includes: driver's license, passport, marriage certificate, court order, certificate of naturalization, divorce certificate.
Current students must also present their Harvard ID card.

Marital Status Change

Current/updated marital status: Single___ Married___ Other_____

Gender change

Correct/updated gender: Male___ Female___ Transition___ Unknown___

Our records require one of these gender choices in order to comply with federal reporting requirements. However, students may define their gender identity in their own words on my.harvard.

Signature: _____ **Date:** _____

<u>Office Use Only</u>	Undergraduate forms: Allston Burr Resident Dean Department/Concentration	Graduate forms: Student Affairs Department/Concentration	Date processed:
Updated 10/2016			