



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: _____ Email address _____

Department/Concentration: _____

Name change

Current/old name:

Last

First

Middle

New/updated name:

Last

First

Middle

For alumni who received their degree between 1982-2015, check here if you would like your transcript updated with this new\updated name

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: _____

Office Use Only Updated 06/2018	Undergraduate forms: Allston Burr Resident Dean Department/Concentration	Graduate forms: Student Affairs Department/Concentration	Date processed:
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