

Santa Clara University Student Name & Gender Marker Change Checklist

University Name Change Process

❑ 1. You are a student who has already gone through the legal name change process.

→ If you have not legally changed your name and would like to do so, visit

<http://transgenderlawcenter.org/issues/id>

<http://www.lambdalegal.org/publications/trans-toolkit>

<http://www.courts.ca.gov/selfhelp-namechange.htm> or your resident state's court website for more information.

Note: California courts have a process to legally change both your name and gender marker at once.

❑ 2. Request your name change at Office of the Registrar. Your request must include:

- ★ Documentation of the name change (notarization document or copy of court papers verifying name change)
- ★ Former full name
- ★ Current full name
- ★ Student ID Number or Social Security Number
- ★ Reason for the change
- ★ Whether you are currently enrolled or your last date of attendance
- ★ Signature
- ★ Date

Complete the Name Change Form

(<https://www.scu.edu/media/offices/registrar/important-forms-/Name-Change-form-3-19-2015.pdf>)

and submit it by mail or in person to the Office of the Registrar.

Office of the Registrar
Admission & Enrollment Services Building, 1st floor
500 El Camino Real
Santa Clara, CA 95053-0602

For more details see <https://www.scu.edu/registrar/frequently-asked-questions/#ChangeName>.

University Gender Marker Change Process

❑ 1. You are a student who has already gone through the legal gender marker change process.

→ If you have not legally changed your gender marker and would like to do so, visit

<http://transgenderlawcenter.org/issues/id>

<http://www.lambdalegal.org/publications/trans-toolkit>

<http://www.courts.ca.gov/genderchange.htm> or your resident state's court website for more information.

Note: California courts have a process to legally change both your gender marker and name at once.

❑ 2. Request your gender marker change through the Office of the Registrar by contacting University Registrar, Monica Augustin, at m Augustin@scu.edu. You will need to have a copy of court papers verifying your legal gender marker change.