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 / 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.

Gender change

Correct/updated gender: Male Female

Please submit medical or legal documentation of your corrected gender. If you are unable to submit documentation, please email the Associate Registrar at mwelsh@fas.harvard.edu.

Our records require one of these binary gender choices in order to comply with federal reporting requirements. However, students may define their gender identity in their own words using the Directory Update Portal (my.harvard.edu).

Signature: ___________________________________________ Date: __________________