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.

<table>
<thead>
<tr>
<th>I am a student of (circle one):</th>
<th>Harvard College / GSAS</th>
<th>House (if Harvard College):</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUID: ________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department/Concentration: ________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email address: _________________________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

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 on my.harvard.

**Signature:** ___________________________________________ **Date:** ____________________

Office Use Only
Updated 2/2016
Undergraduate forms: Allston Burr Resident Dean Department/Concentration
Graduate forms: Student Affairs Department/Concentration
Date processed: