

UNIVERSITY OF MINNESOTA

CHANGE LEGAL NAME AND/OR GENDER (SEX)

To change your legal name and/or gender (sex) on your University record, fill out the relevant sections of this form, attach the required document(s) stated in Part B and/or Part C below, and submit to the Office of the Registrar. To add or update a preferred name, gender identity, or personal pronoun, go to MyU: My Info (z.umn.edu/myinfo).

If you have applied for undergraduate admission, but have not yet registered for classes, return this form to the Office of Admissions, 600 E 4th St, Morris, MN 56267.

If you are an international student, contact International Student and Scholar Services at 612-626-7100 or iss@umn.edu to discuss name and/or gender changes in regard to immigration documents (I-20/DS-2019).

For general questions about this form, please call 320-589-6027 or email ummregistrar@morris.umn.edu.

Return this form to:
Office of the Registrar
By U.S. Postal Service mail

Office of the Registrar
212 Behmler Hall
600 E 4th St
Morris, MN 56267

In person on campus
212 Behmler Hall

By fax
320-589-6025

To ensure privacy online, open in Adobe Reader (free at Adobe.com).

PART A. Required - Student information		
Full name (current)	Suffix	Student ID
University email (or personal email, if none)	Social Security Number	Birthdate (mm/dd/yyyy)
Current mailing address (street, apartment number or P.O. box number, city, state, ZIP code, country)		
College/program (applied to, current, or last attended)	Term and year last attended <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> May session <input type="checkbox"/> Summer Year _____	

PART B. Change legal name			
Required document: Attach a photocopy of your social security card if you are a student receiving financial aid. A copy of your passport/visa may be used instead if you are an international student or a student not receiving financial aid.			
Enter new name below as it appears on the required document.			
Last name	First name	Middle name	Suffix
Note that your legal name change will reflect on the diploma you will receive upon graduation, unless you add a different name in the Degree Name field via MyU: My Info (z.umn.edu/myinfo).			

PART C. Change legal gender (sex)	
Required document: Attach a photocopy of your current driver's license, court order, or passport/visa. For an exception to this documentation, please call 612-626-4432 or email asrfiles@umn.edu .	
Select legal gender (sex) as it appears on the required document:	<input type="checkbox"/> Female <input type="checkbox"/> Male

PART D. Required - Certification	
My signature below certifies that I am requesting that my name and/or gender (sex) be changed on University of Minnesota records, and the information I have provided on this form is true and accurate to the best of my knowledge.	
Signature (Please sign in blue or black ink.)	Date

For office use only	Updated by	Date

To request copies of this form in an alternative format, please call a Disability Resource Center liaison at 320-589-6178. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20% post-consumer waste.

