



HOBART AND WILLIAM SMITH
COLLEGES

Office of the Registrar

Request for Legal Name Change

A request for legal name change must be accompanied by copies of legal documentation that indicate both the current and previous names. Commonly this is a court order or marriage license. Legal name will be used on the academic transcript and diploma unless the student has requested a Chosen Primary First Name through the Office of the Registrar. Chosen Primary First Name supersedes Legal Name for both the transcript and the diploma.

I _____ request the Registrar change my name on record
Legal Name

from _____ to my legal name effectively immediately.
Previous Name

I am requesting that my official record at the Colleges reflect my legal name as indicated above and have provided the required official documentation for the name change to occur.

Signature

Date

Request for Legal Sex Designation Change

A request for legal sex designation change must be accompanied by any state or federal document that indicates current legal sex designation and corresponds to the legal name on file (or indicated above). This includes passport, drivers' license, state ID card, court order, or updated birth certificate.

I _____ request the Registrar change my legal sex designation
on record from _____ to _____.

Signature

Date
