

HOBART  
AND  
WILLIAM SMITH  
COLLEGES

Office of the Registrar

Student/Alumna/Alumnus Request for Authorization of Legal  
Name Change OR Request for Authorization of Change in Legal  
Sex Designation

*(A request for a legal name change must accommodate copy of legal documentation that demonstrates proof of current use of legal name. Examples of legal documentation may include a copy of the original driver's license, court order/subpoena, passport or marriage license. The legal name will be used on the academic transcript and diploma unless a preferred primary name change form is completed and submitted to the Registrar's Office for processing.)*

I \_\_\_\_\_ authorize the Registrar  
(print **current** legal first and last name here)

to change my current legal name to \_\_\_\_\_  
(print **new** legal first and last name here)

effective immediately. 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.

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I \_\_\_\_\_ authorize the Registrar  
(print name here)

to change my legal sex designation from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Student/Alumna/Alumnus Signature Date

Copy to:

Office of Financial Aid, Office of Residential Education, Office of the Dean, Office of Institutional  
Advancement