



Registrar's Office
501 Crescent Street
New Haven, CT 06515-1355
Phone: 203-392-5301
Fax: 203-392-7144
Email: Registrar@SouthernCT.edu
Web: OneStop.SouthernCT.edu

Legal Name or Sex Change

Connecticut State Colleges and Universities must use a student's legal name and sex on all official documents. Legal name and sex may appear on all external use reports and documents including, but not limited to student employment forms, paychecks, tax forms, tuition and fee bills, financial aid and scholarship forms, transcripts, and other documents as required by law. This form will change all records maintained by the Registrar's Office, including subsequent credentials conferred by the institution.

Directions: Submit this completed form along with an acceptable form of identification that displays your new legal name and/or sex. Acceptable forms of identification include a valid and unexpired document from this list: driver's license (or state issued non-driver ID), court order, passport, or social security card. If submitting a social security card, email and fax are not a secure method for transmission, bring this form with the card in-person to the Registrar's Office. Military ID's may not be accepted since 18 U.S. Code § 701 prohibits it from being photocopied.

Student Information:

Student ID Number: _____

Birth Date: _____

Telephone: _____

Email: _____

Current Legal Name as it appears now on records: _____
(First, Middle, Last)

Current Legal Sex as it now appears on records: Male Female

Information to be Changed:

New Legal Name: _____
(First, Middle, Last)

New Legal Sex: Male Female

By my signature below, I affirm that I am the above named person and that the information presented is true.

Student Signature: _____ Date: _____

Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email without a signature.