



Change of Legal Name and/or Sex - Former Students/Employees/Employment Applicants

Purpose: Used by former students, employees and employment applicants **not currently enrolled** to update legal name and/or sex and preferred name and/or gender identity in CheckMarq.

Requestor Instructions:

- Complete Sections 1-4 of this form, using a computer.
 - a **handwritten form will not be accepted.**
 - an incomplete form or a form without supporting documentation will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 5; a digital signature is **not** acceptable.
- For a legal name change request, provide two forms of documentation of the name change:**
 - a government issued photo I.D. **NOTE:** the DMV Driving Receipt is an acceptable form of a government issued photo I.D.
 - any one of the following: Social Security card, marriage license, court order or passport.
- For change of legal sex provide government issue documentation such as a driver's license or passport displaying the new sex.
- Submit the completed form and supporting documents via one of the methods listed at the bottom of this form.

Note:

- Documentation is **not** required for preferred name and/or gender identity change.
- Employees use MyJob to update preferred name and/or gender identity with Human Resources. Employees who are faculty/instructors may also use this form to update their preferred name in CheckMarq.
- Former students must use MU Connect to update this information with Alumni Relations.
- Requests will be processed within 5 business days.

Section 1: Legal Name and/or Change of Legal Sex

Check all that apply Legal Name Change Change of Legal Sex

Current legal name in CheckMarq _____
Title Last Name First Name Middle Name

Change my legal name in CheckMarq to _____
Title Last Name First Name Middle Name

Change my legal sex to Female Male Another Legal Sex

Section 2: Preferred Name and/or Gender Identity Change

Check all that apply Preferred Name Change Gender Identity Change

Current preferred name in CheckMarq _____
Title Last Name First Name Middle Name

Change my preferred name in CheckMarq to _____
Title Last Name First Name Middle Name

Change my gender identity in CheckMarq to Woman Man Non-binary No Value Selected Transgender
 Let me type _____

Section 3: Requestor Information

Current Address
street, city, state, zip code _____

MUID (if known) _____ SSN provide only if MUID is unknown _____ DOB MM/DD/YYYY _____

Email
Current Employees must provide MU email credentials _____ @marquette.edu

Section 4: Requestor Status

Check the box which applies

- I am a former student of Marquette University. I understand that my official student record will reflect only my legally changed name and/or sex as indicated above.
- I have never enrolled in classes, but I have previously applied to Marquette.

Section 5: Signature

I understand that submission of this form will update my name and/or sex as indicated above in CheckMarq and my official academic record will reflect only my legal name and/or sex. I understand that if I am a former student and want to change or update the above information with Marquette, I must do so online with MU Connect. I also understand that if I am an employee I must update my name and/or gender identity with Human Relations online at [MyJob](#).

Signature _____ Date _____