



# Legal Name and/or Gender Change - Former Students/Employees/Employment Applicants

Purpose: Used by former students, employees and employment applicants **not currently enrolled** to update legal and preferred name and/or chosen gender 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 a legal gender change provide the court document indicating the gender change.
- 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 chosen gender change.
- Employees use MyJob to update preferred name and/or chosen gender with Human Resources.
- Former students must use MU Connect to update this information with Alumni Relations.

## Section 1: Legal Name and/or Gender Change

Check all that apply  Legal Name Change  Legal Gender Change

Current legal name in CheckMarq  
Title, Last name, First name Middle name \_\_\_\_\_

Change legal name in CheckMarq to  
Title, Last name, First name Middle name \_\_\_\_\_

Current legal gender in CheckMarq  Female  Male  Intersex  Non-binary  Transgender  Unknown

Change my legal gender to  Female  Male  Intersex  Non-binary  Transgender  Unknown

## Section 2: Preferred Name and/or Chosen Gender Change

Check all that apply  Preferred Name Change  Chosen Gender Change

Current preferred name in CheckMarq  
Title, Last name, First name Middle name \_\_\_\_\_

Change preferred name in CheckMarq to  
Title, Last name, First name Middle name \_\_\_\_\_

Current chosen gender in CheckMarq  Female  Male  Intersex  Non-binary  Transgender  Unknown

Change my chosen gender in CheckMarq to  Female  Male  Intersex  Non-binary  Transgender  Unknown

## 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 gender 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 gender as indicated above in CheckMarq and my official academic record will reflect only my legal name and/or gender. 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 with Human Relations online at [MyJob](#).

Signature \_\_\_\_\_ Date \_\_\_\_\_