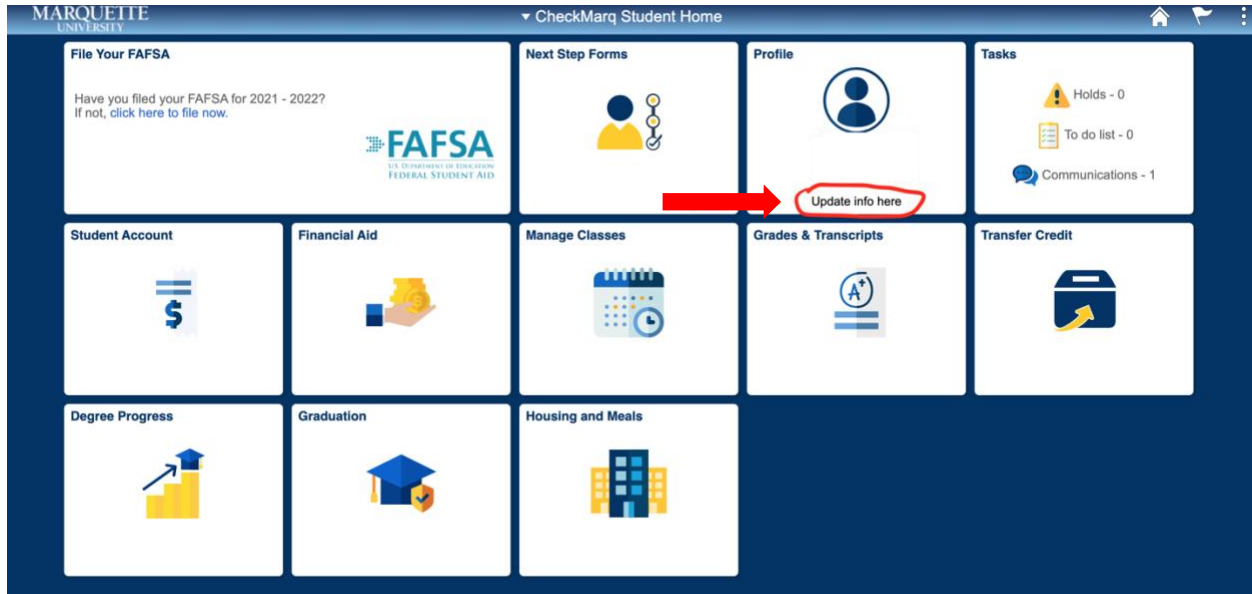




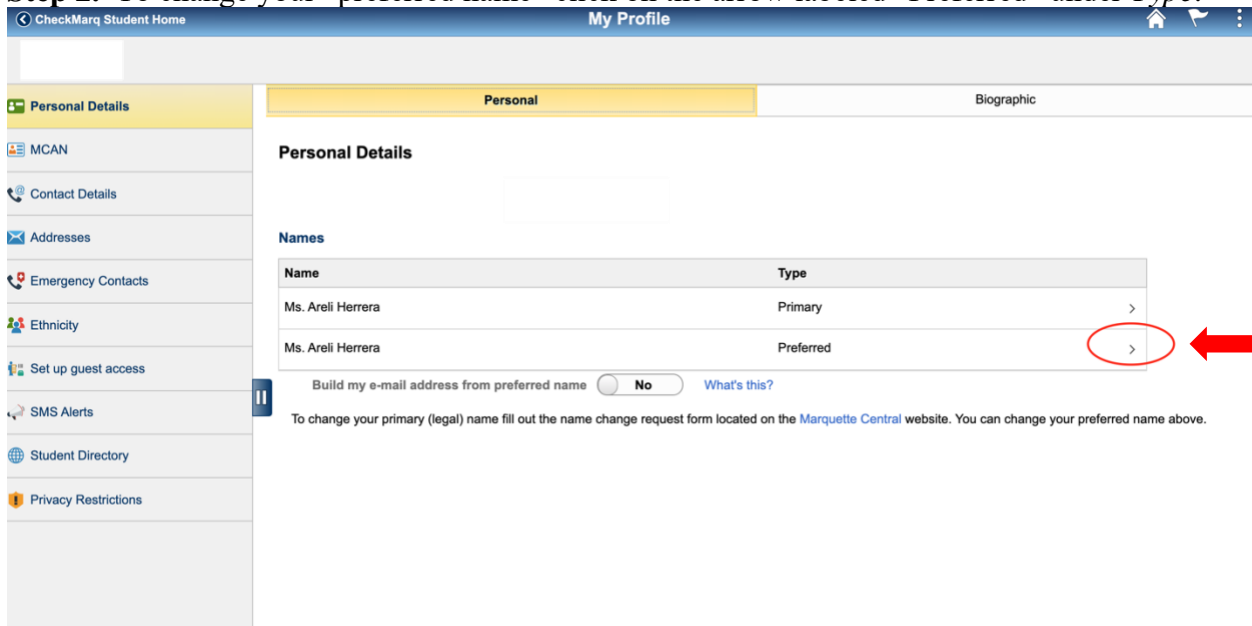
## Name Changes in CheckMarq- Step by Step

### Changing Your “Preferred Name”

**Step 1.** Log into Checkmarq. In the “Profile” section, click on “Update info here”



**Step 2.** To change your “preferred name” click on the arrow labeled “Preferred” under *Type*.



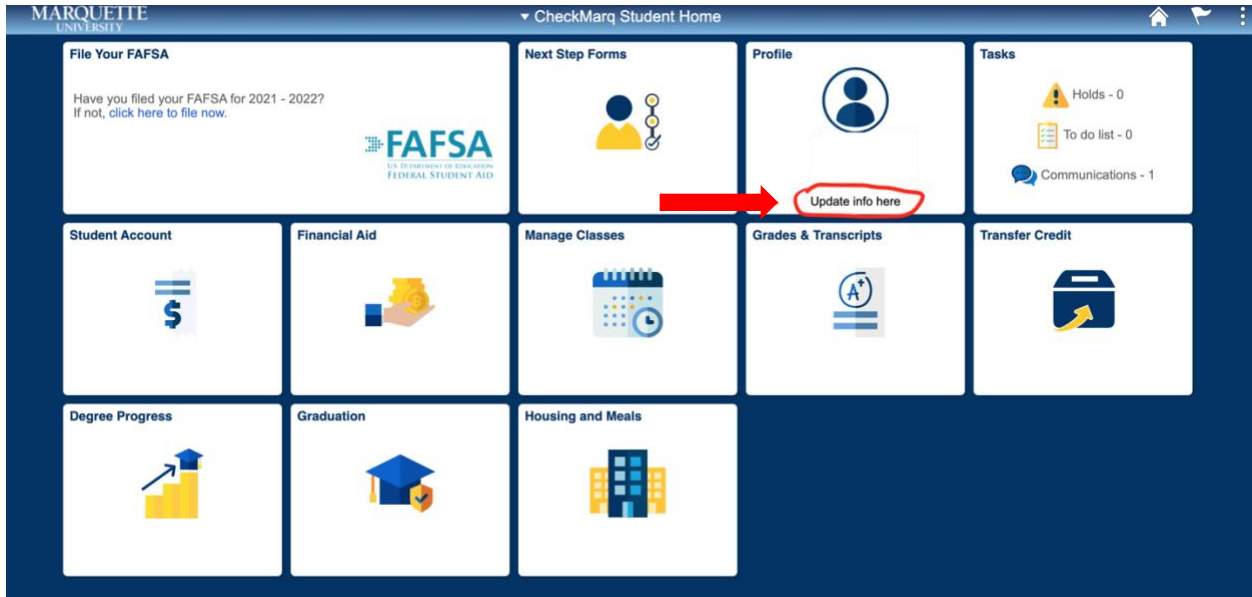
**Step 3.** In the edit name section, fill out your information according to your desired name. When done, click the “Save” button in the upper right hand corner.

The image shows a web form titled "Edit Name". At the top left is a "Cancel" button, and at the top right is a yellow "Save" button. The form contains the following fields:

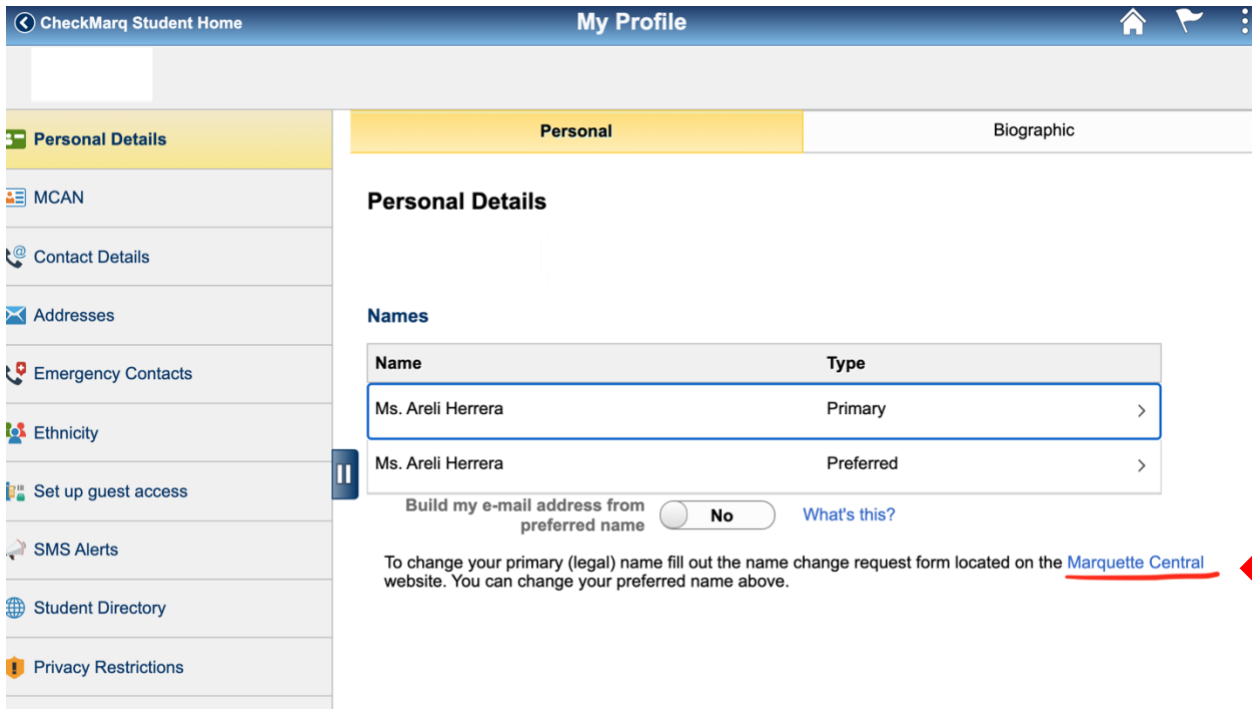
- Type Preferred
- \*Name Format: English (dropdown menu)
- Prefix: Ms. (dropdown menu)
- \*First Name: Areli (text input)
- Middle Name: (empty text input)
- \*Last Name: Herrera (text input)
- Suffix: (empty dropdown menu)

# Changing Your Legal Name


**Step 1.** Log into Checkmarq. In the “Profile” section, click on “Update info here”



**Step 2.** Click on the document hyperlinked as “Marquette Central” in the text at the bottom of the page.



**Step 3.** Download or print the form, fill out the form, and submit to Zilber Hall either in person or via email ( [otdocs@marquette.edu](mailto:otdocs@marquette.edu) )



**Legal Name and/or Gender Change - Current Student**

*Purpose: Used by students or employees currently enrolled to update legal name and/or gender in CheckMarq.*

**Requestor Instructions:**

- Complete Sections 1 & 2 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 3; 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:**  
Use CheckMarq to update preferred name and/or gender identity.

**Section 1: Requestor Information**

Check all that apply

Legal Name Change       Legal Gender Change

Current legal name in CheckMarq

Title	Last Name	First Name	Middle Name

Change my legal name 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

Current Address  
*street, city, state, zip code*

MUID       DOB

MMDD/YYYY

First term enrolled at Marquette

Term      Year

Email  @marquette.edu

**Section 2: Requestor Status**

Check the box which applies