



Legal Name and/or Gender Change - Former Students/Employees

Purpose: Used by former students and employees **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
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.

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 _____