



Change of Legal Name and/or Sex - Current Student

Purpose: Used by **students or employees currently enrolled** to update legal name and/or sex 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 change of legal sex provide government issued documentation, such as a driver's license or passport.
- 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.
- Requests will be processed within 5 business days.

Section 1: Requestor Information

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 to

_____ Title _____ Last Name _____ First Name _____ Middle Name

Current legal sex in CheckMarq

Female Male Another Legal Sex

Change my legal sex to

Female Male Another Legal Sex

Current Address

street, city, state, zip code _____

MUID _____

DOB
MM/DD/YYYY

First term enrolled at Marquette

_____ Term

_____ Year

Email _____

@marquette.edu

Section 2: Requestor Status

Check the box which applies

I am a current student.

I am a current student and employee.

Section 3: Signature

I understand that submission of this form will update my legal name and/or sex in CheckMarq and my official academic record will reflect only my legal name and/or sex.

Signature _____ Date _____