

CHANGE of NAME/GENDER REQUEST

Registrar's Office: 812-888-4220
Office email: Studentrecords@vinu.edu



Students who have had their legal name and/or gender changed by the appropriate government entities, or who have identified an error in the University system, can request a change or correction.

PLEASE NOTE: Students are required to provide supporting documentation for any change to legal name or gender.

Before proceeding further, please answer this section to determine the custodian of your record.

- I am an employee of Vincennes University. Current students who are employed by the University (including work study positions), must contact the Human Resources Department to make any changes to their personal information.
- I am NOT an employee of Vincennes University. Current students, not employed by the University, should complete the information required below and submit this form (by email or in person) with the necessary supporting documents. *See below for acceptable forms of supporting documentation.*

Reason for change

For changes related to marriage, divorce, or legal name and gender changes, acceptable forms of documentation include: a copy of the marriage license; a copy of the final divorce decree indicating that the maiden or former name has been restored; a court document showing a legal name change; or a court document showing a legal gender change. To change your name due to marriage, you must be currently enrolled at the University or in the process of applying.

- Marriage**
- Divorce**
- Legal Name Change**
 - Includes Legal Gender Change - Indicate legal gender that is supported by the documentation provided.
 - Male**
 - Female**

For corrections to the misspelling of legal name, date of birth, or Social Security Number, acceptable forms of documentation include: a current passport, a current driver's license, a military ID, or a Social Security card.

- Error (Misspelling) on records**
- Other** _____

Student Information

A _____ Yes No
Student ID Date of Birth Currently Enrolled

Full Name _____

Maiden/Formal Name _____

Address _____

City _____ State _____ Zip Code _____

I have a Graduation Application on file and would like that to be updated: _____ Yes _____ No

I certify the above is true and correct.

Student Signature

Date