

# UIC JOHN MARSHALL LAW SCHOOL



## Name and Gender Change Form

This form may be used by students, alumni, and current and former employees to change their prefix, pronoun, legal name, preferred name, legal gender, and preferred gender in certain law school records. Please see the Name, Gender, Prefix, and Pronoun Changes in Student and Employee Records Policy for applicable definitions and additional information regarding the type of records that can and cannot reflect the desired change.

**Legal Name and/or Gender Change:** Please complete this section if you are requesting to change your legal name and/or your legal gender in your student or employee records.

Please complete this form in its entirety and submit it, along with any required documentation via hand-delivery to the Law School Registrar’s Office or email to [academicservices@jmls.edu](mailto:academicservices@jmls.edu) (if a student or alumni) or via hand-delivery to the Human Resources Office or email to [hr@jmls.edu](mailto:hr@jmls.edu) (if a current or former employee).

Former Legal Name: \_\_\_\_\_  
Last Name                      First Name                      Middle Name

New Legal Name: \_\_\_\_\_  
Last Name                      First Name                      Middle Name

New Prefix (e.g., Mr., Miss., Ms., Mrs., Mx.) \_\_\_\_\_

New Legal Gender: \_\_\_\_\_

To change your legal name and/or legal gender, please attach one of the following forms of documentation evidencing a legal change:

- Birth certificate or court order legalizing the name/gender change;
- Marriage license or divorce decree legalizing a name change;

- Valid passport reflecting the legal name/gender change; or
- Pre- or post-operative documentation from a qualified health care professional certifying gender reassignment.

**Preferred Prefix, Pronoun, Name, and/or Gender Change:** Please complete this section if you are requesting to change your preferred prefix, pronoun, name, or gender in your student or employee records.

Please complete this form in its entirety and submit it via hand-delivery to the Law School Registrar's Office or email to [academicsservices@jmls.edu](mailto:academicsservices@jmls.edu) (if a student or alumni) or via hand delivery to the Human Resources Office or email to [hr@jmls.edu](mailto:hr@jmls.edu) (if a current or former employee).

Legal Name: \_\_\_\_\_  
  Last Name  First Name  Middle Name

Please complete the following applicable change request(s):

- Preferred Prefix (e.g., Mr., Miss., Ms., Mrs., Mx.) \_\_\_\_\_
- Preferred Pronoun: \_\_\_\_\_
- Preferred Name: \_\_\_\_\_
- Preferred Gender: \_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_