

Worcester Polytechnic Institute

Office of the Registrar

Name/Gender Change Form

Instructions:

Note: This form is for former WPI students only. Current WPI students please complete the legal name section under personal information in Workday.

Please complete this form in its entirety and submit it along with the required documentation listed below.

Part I Name/Gender Change:

Student ID: _____

Former Name: (please print)

First Name	Middle Name	Last Name
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New Name: (please print)

First Name	Middle Name	Last Name
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New Gender: Male Female Unspecified or other gender

Part II Reason for Name Change: (check all that apply)

- Marriage Legal Separation
 Divorce Legal Change of Name
 Misspelling

Part III Documents Required: (Choose One – for gender change please send copy of photo ID for purposes of verifying identity, no further documentation needed)

- Legal copy of a government-issued photo ID with new name (Driver's License or Passport)
 A notarized Name Change Affidavit
 A certified copy of the Marriage License
 Copy of Social Security Card with new name
 A certified copy of the Divorce Decree that reinstates the maiden name

Part IV Signature:

Student Signature: _____ Date: _____

E-mail Address: _____

By submitting this form with the required documentation and signing below, you are requesting that the WPI Office of the Registrar change your name and/or gender in the student database, Workday. We will process your request within 3 to 5 business days and email you when it is complete. By signing below, you authorize the release of your name change documents to the National Student Clearinghouse for the purpose of notifying lenders and allowing employers and other authorized parties to verify your enrollment and/or degree.

Part V Office Use:

Name and/or gender as it appeared prior to change: _____

Documentation received: _____

Initials and Date: _____

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sm: 2/6/2024