

# 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: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Former Name: (please print)

First Name	Middle Name	Last Name
------------	-------------	-----------

New Name: (please print)

First Name	Middle Name	Last Name
------------	-------------	-----------

New Gender:    ☐ Male            ☐ Female            ☐ Unspecified or other gender

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

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Marriage    | <input type="checkbox"/> Legal Separation     |
| <input type="checkbox"/> Divorce     | <input type="checkbox"/> Legal Change of Name |
| <input type="checkbox"/> 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: \_\_\_\_\_

By submitting this form with the required documentation and signing, 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. If you need your name changed on documents in WPI's digital repository, please email [digitalwpi@wpi.edu](mailto:digitalwpi@wpi.edu), after you receive notification your name change has been processed. By signing above, 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: \_\_\_\_\_

508-831-5211 (tel) 508-831-5931 (fax)

100 Institute Road, Worcester MA 01609-2280  
wpi.edu/+registrar

kg: 3/3/2025