

# NAME/GENDER/ADDRESS CHANGE FORM

Name: \_\_\_\_\_ Last date of attendance at Eastern: \_\_\_\_\_

Signature: \_\_\_\_\_ E#: \_\_\_\_\_  
(If E# is unknown please provide date of birth)

## NAME CHANGE

If you want to change the name that appears on your official academic record, you will need to present to our office **one of the following documents**: Certified copy of a marriage license, Court order, Dissolution decree reflecting the new name in full, Current passport, Official proof of identity, certified by the United States' embassy abroad or by the appropriate foreign embassy in the United States, or a combination of Social Security Card plus a state or federal photo ID both showing new name.

Name currently on records: \_\_\_\_\_

Name as you want it on your records: \_\_\_\_\_  
(20 letters and spaces maximum)

ALL former names: \_\_\_\_\_  
(including any nicknames you may have used on your records)

Maiden name: \_\_\_\_\_

Circle one:      Married              Single

If you are a current student and have applied for graduation, do you want your name on your diploma to be changed to the name your records will now be under?      \_\_\_\_\_ YES      \_\_\_\_\_ NO

If you wish to have your net ID/User ID or e-mail account reflect your name change, contact [itshelp@eiu.edu](mailto:itshelp@eiu.edu).

## GENDER CHANGE

Please **change** my gender designation on my academic record to (circle one):      Female      Male  
Changes to gender **must be accompanied by any one of the following documents**: Statement from a qualified health care provider, birth certificate, court order, driver's license, state ID, or passport.

## ADDRESS CHANGE

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

If you have applied for graduation, do you want your diploma mailed to this address? Yes No  
Do you want this phone # to be unlisted? Yes No

**International Students:** Address changes must be made through the Office of International Students & Scholars, 1170 Blair Hall.  
<https://www.eiu.edu/international/machform/view.php?id=8>      <https://www.eiu.edu/international/index.php>

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**OFFICE OF THE REGISTRAR**  
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