

NAME, GENDER & PRONOUN CHANGES AT STEVENS

MEET WITH A STUDENT AFFAIRS OR STUDENT LIFE STAFF MEMBER

- Receive support and guidance
- Discuss housing options
- Connect with student organizations and other students to help you find community on campus, if desired
- If mid-semester, work with you to discover the appropriate way to alert your faculty of this change
- Learn more about resources/services in the local area

SUBMIT NAME + GENDER CHANGE FORM TO THE REGISTRARS OFFICE

This will trigger a team at Stevens to update: SIS, MyStevens, RMS, Canvas, Ducklink, and your email.

ID CARD

Once your name have been updated in SIS you may visit the Campus Card Office for a new ID, free of charge.

TAXES AND MEDICAL INFO

- Tax documents will be issued under your legal name. If you receive documents in your chosen name, contact the Office of Student Accounts to have them reissued.
- If you have Stevens health insurance, you will receive tax document 1095-B (health coverage) within your chosen name. You may also contact the Office of Student Accounts to have this changed to your legal name if needed .

LEGAL NAME/ GENDER CHANGES

If you have completed the process of legally changing your name or gender, it is important to ensure that this information is filed with Stevens. Complete the Address/Name/SSN Change Form from the Office of the Registrar and provide the completed form, as well as legal documentation of the change, to the Registrar's office either in person or via email (registrar@stevens.edu). For more information on how to legally change your name and/or gender, please visit <https://transequality.org/documents>.

IMPORTANT TO NOTE

- If this is not a legally changed name or gender, there may be periods of time where your name/gender/pronouns return to their legal status. This happens when official transcripts are requested or when an office needs to download a report for a government agency. These will change back within a few days - *if they do not*, please connect with the Registrar or Student Life.
- Parents and guardians can only see the name/gender changes in TouchNet (billing) if you gave them access.
- Official Transcripts will always be in your legal name. Students may request an unofficial transcript with a chosen name by requesting this in the comment section of the request.
- Bills that get mailed home will have your chosen name on them.
- At commencement, you may have your chosen name announced as you walk across the stage.
- Currently, diplomas must have a legal name printed on them as they are considered legal documents.
- When a student takes a leave from Stevens, records revert to the legal name & gender, but automatically revert to the chosen name & gender when the student re-enrolls.
- This is not a perfect process. On occasion, you may receive communication with the incorrect name. If that happens, please reach out to your point of contact in Student Life for assistance.

CONTACTS

- Registrar - registrar@stevens.edu
- Student Affairs - studentaffairs@stevens.edu
- Office of Student Accounts - studentaccounts@stevens.edu
- LGBTQ+ Student Support - safezone@stevens.edu