The University of Akron
Office of the University Registrar

To preserve the integrity of your permanent academic record, all legal name change and/or sex marker requests must be **accompanied by an unaltered and legible copy of a legal document indicating the name change and/or sex marker**. Acceptable legal documents include a valid passport, court order, appropriate page of divorce decree, marriage license/certificate, valid driver's license or valid federal or state-issued identification card or birth certificate.

Please provide all requested information:

Student ID Number: - OR - Last 4 digits of SS Number: - AND - Month and Day of Birth:	
Current Name:	
Daytime Phone #:	E-Mail Address:

UPDATE LEGAL NAME and/or SEX MARKER

	First	Middle	Last
Previous Name:			
	First	Middle	Last
New Name:			
and/or			
New Sex Marker:	Female	Male	Intersex
Signature:		Date:	

Submit your signed request and supporting documentation using one of the following methods:

Email:
- Scan and email your signed request to registrar@uakron.edu.

USPS Mail:
- Mail your signed request to: Office of the University Registrar
  The University of Akron
  Simmons Hall Room 120
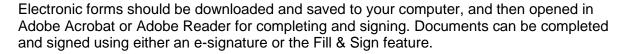 Akron, OH 44325-6208

Parchment Duplicate Diploma Requests
- Attach your signed request and supporting documentation to your diploma order.

In Person (by appointment only):
- Contact the Office of the University Registrar at either 330-972-8300 or registrar@uakron.edu to schedule an appointment.

Please note that faxed requests are not accepted due to document illegibility.

01/27/2021

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

_____: Although the use of e-signatures is highly encouraged, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser w