



SUNY BUFFALO STATE UNIVERSITY
 REGISTRAR'S OFFICE
 Office of the Registrar
 1300 Elmwood Avenue
 Buffalo NY 14226
 Phone 716-878-4811 Fax 716-878-3419

Legal Name or Gender Change Form

REQUIRED IDENTIFICATION

One valid form of identification is required. ID must demonstrate the requested change.

- | | |
|-------------------------|------------------------------|
| Driver's License | US Military Card |
| NYS Identification Card | Passport or Passport Card |
| Social Security Card | Court Order |
| Birth Certificate | Marriage/Divorce Certificate |

NAME	BANNER ID
EMAIL	PHONE #

NAME CHANGE (If Applicable)

CURRENT NAME IN BANNER

Last Name	First Name	MI
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NEW NAME

Last Name	First Name	MI
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GENDER CHANGE (If Applicable)

Please provide a photocopy of an acceptable legal document reflecting the new gender. To request a gender change to be reflected in your Buffalo State records please check one of the following.

To Gender Male To Gender Female To Gender X

By submitting this form along with legal documentation, you are requesting the Registrar's Office to make the above changes. By signing below, you authorize the release of their name change to the National Student Clearinghouse for the purpose of notifying lenders and other authorized parties to verify your enrollment status. Transcripts and diplomas do not indicate the student's gender.

Signature _____ Date

DELIVERY OPTIONS

In Person (for all Legal Changes)

Undergraduate and Graduate students must return this completed form with supporting documentation in person to the Registrar's Office Moot Hall 210

Remotely Using Notary (for all Legal Changes)

Students who cannot provide the required documents in person at the Registrar's Office must have copies of those documents notarized. The Notary will verify that the person on the copied documents for notarization is the person on the original documents. Do not mail in the originals. The notarized copies of supporting documents may be mailed or faxed to the Registrar's Office along a copy of this form.

Instructions and Additional Details:

Requested Changes are typically completed within 24 to 48 hours upon receipt of the request

Legal Name Change Information:

1. Legal Name changes are available to any individual within a student record in Banner
2. This process does not change the 'display name' associated with your Buffalo State email. However you can submit a ticket to have your email display name updated by following this link
<https://buffalostate.teamdynamix.com/TDClient/2003/Portal/Requests/ServiceDet?ID=21558>
3. If you are currently actively enrolled, you may want to let your instructors know that your name has been changed in the system.
4. If you would like a new Bengal ID card, you can go to the library circulation desk and they will issue a new ID with your name. You will need to pay the replacement fee.
5. If you receive financial aid, please note that there may be a name mismatch with State and Federal Aid operations.
6. Your legal name is what appears on your Diploma and Transcript.
7. With this change your new legal name will be the one that most people using Banner, Degree Works, Brightspace and other programs will see. This process updates your name in all applicable fields in Banner.
8. Buffalo State Faculty or Staff are advised to contact Human Resources at (716) 878-4822 to make sure your name is changed correctly for payroll and/or benefits purposes, additional documentation may be required.