



## Student Name Change

Registrars Office: Capin Hall 165 S. Franklin St. Wilkes-Barre, PA (P) 570-408-4961 (F) 570-408-4004 (E) registrar@wilkes.edu Mailing

Address: Wilkes University, 84 W. South St. Wilkes-Barre, PA 18766

### Chosen Name Change:

In support of Wilkes University's commitment to provide an equitable and safe experience for students whose birth name and/or legal name does not reflect their gender identity or expression, Wilkes accepts requests from such students to use a chosen first and/or middle name on certain University records, including your diploma and the Commencement Program. A student's chosen name will be used where feasible in all University systems unless the student's birth name and/or legal name is required by law, deemed necessary by University policy, or the student's requested name is determined to be for intent of misrepresentation.

### Process:

To start the process of requesting a chosen name and/or gender marker change, fill out this form completely and email it to registrar@wilkes.edu from your Wilkes University email address, or return it to the Registrar's Office in person. Please note that this request may take 48-business-hours to process.

For questions or to discuss the process, students may contact:

Ms. Susan A. Hritzak  
Registrar  
susan.hritzak@wilkes.edu

Ms. Samantha E. Hart  
Title IX Coordinator  
samantha.hart@wilkes.edu

### Legal Name Change:

Designating a chosen first and/or middle name for use at Wilkes University does not constitute a legal name change. In the event a student, by court order, marriage, divorce, etc., changes their legal first, middle, and/or last name, the student may fill out this form as indicated and submit it with the accompanying documentation to effectuate this change. Contact the Registrar's Office for further guidance.

**WIN:** \_\_\_\_\_

### **Legal Name:**

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

### **Requested Name:**

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

### **Gender Marker**

- Woman     
  Man     
  Other gender identifier (e.g. intersex, gender non-binary, gender fluid): \_\_\_\_\_  
 Prefer not to disclose

### **Wilkes ID Card:**

- Yes, I would like to receive an updated ID Card with my requested name displayed.
- Check here if a new photo is also requested.
- No, I would not like a new ID card.

**Wilkes Email:** (Banner, Rosters, and D2L Live will also be updated unless you indicate otherwise)

- Yes, I would like to learn more about updating my student email to reflect my requested name.
- No, I would not like to update my email at this time.

**Date:** \_\_\_\_\_

Email this completed form to registrar@wilkes.edu from your "@wilkes.edu" email in order to verify your identity. The Registrar's Office will work with the relevant campus offices in updating your requested information.