



# HARVARD DIVISION OF CONTINUING EDUCATION

Harvard Extension School • Harvard Summer School

Registrar's Office • 51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 998-8469 • registrar@extension.harvard.edu

## Biographical & Contact Information Changes

Please print clearly. \*Required information

To ensure the security and privacy of your student records, the Registrar's Office requires official documentation and government-issued photo ID to change your name, email address, Social Security number, date of birth, and gender. You may deliver the required documents in person to the Registrar's Office, 51 Brattle Street, 4th floor. If you are unable to deliver the documents in person, you **must submit a notarized copy** of this form along with your official documentation to the Registrar's Office at the address or email above. **Please note** that you can make changes to your preferred first name, personal pronouns, gender identity, and contact information at any time in your MyDCE profile. Examples of government-issued ID include passport, driver's license, and state ID.

DCE ID NUMBER* (if known)
@
(see www.extension.harvard.edu/login if unsure)

DATE OF BIRTH example: JAN 01 1994
Month (MMM) Day (DD) Year (YYYY)

FULL LEGAL NAME* (exactly as printed on your government-issued ID)
Last/Family/Surname(s) First/Given name(s) Middle name(s)

E-MAIL ADDRESS* (Must be student's current and unique address. To update email address please check below.)	DAYTIME PHONE NUMBER* Home Cell
---	---------------------------------

Indicate type of change and provide the required documentation:

**Email address update.** Acceptable documentation: Government-issued photo ID.

**Name change or correction.** Please indicate type of change:

**Legal name change.** The following documentation is required:

- Documentation of legal name change** showing former and new legal name. Acceptable documentation: marriage certificate, certified; divorce certificate, certified; certificate of naturalization; or court order for name change. **Note:** If the legal name change documentation you provide does not show former and new legal name, then you must provide identification documents for both your former and new legal name, and at least one of those must be a government-issued photo ID.
- Government-issued photo identification** showing former legal name or new legal name.

**Name correction.** Government-issued photo identification showing correct legal name is required.

NEW/CORRECT LEGAL NAME*
Last/Family/Sur name(s)
First/Given name(s)
Middle name(s)

FORMER/INCORRECT NAME*
Last/Family/Sur name(s)
First/Given name(s)
Middle name(s)

**Change or correction to:**

**Social Security number**

Acceptable documentation: Social Security card or W-2.

CORRECT SOCIAL SECURITY NUMBER

INCORRECT SOCIAL SECURITY NUMBER

**Date of birth**

Acceptable documentation: birth certificate or passport.

CORRECT DATE OF BIRTH example: JAN 01 1994
Month (MMM) Day (DD) Year (YYYY)

INCORRECT DATE OF BIRTH example: JAN 01 1994
Month (MMM) Day (DD) Year (YYYY)

**Legal Sex**

Acceptable documentation: passport or legal notice of change and photo ID.

CORRECT LEGAL SEX

INCORRECT LEGAL SEX

**Note:** If you are not submitting this form in person, you must sign in the presence of a notary.

By signing below, I confirm that the above information is true and correct and I accept full responsibility for submitting it to the Division of Continuing Education Registrar's Office. Document must be signed with a real signature. Digital signatures are not accepted.

Legal name signature\* \_\_\_\_\_ Date\* \_\_\_\_\_

Space for notary

For office use only

Received \_\_\_\_\_

Processed \_\_\_\_\_