



# Biographical Information Update Request Form

To ensure the accuracy and privacy of your record, the Registrar's Office requires official documentation and written authorization to make changes or corrections to the name, gender and/or marital status listed in your student account.

**Appropriate documentation includes:**

Driver's license, passport, birth\marriage\divorce certificate, court order, certificate of naturalization.

*Forms and documentation must be notarized if mailed.* Please mail notarized forms to the Registrars Office address, 1350 Massachusetts Avenue, Suite 450, Cambridge, MA 02138.

*Indicate type of change below and complete its corresponding section only.*

I am a student of <u>Harvard College</u> or <u>GSAS</u> House (if Harvard College): _____		
HUID: _____		Email address _____
Department/Concentration: _____		
<u>Date of Birth Update</u>	Old DOB _____	New DOB _____
<u>Social Security Number Update</u>	Old SSN _____	New SSN _____
<b><u>Name Update</u></b>		
Current/old name:		
_____	_____	_____
Last	First	Middle
New/updated name:		
_____	_____	_____
Last	First	Middle
For alumni who received their degree between 1982-2015, click here if you would like your transcript updated with this updated name		
<b><u>Marital Status Update</u></b>		
Current/updated marital status: Single Married _ Other _____		
<b><u>Gender Update</u></b>		
Correct/updated gender: Male Female X Prefer not to say		
Our records require one of these gender choices in order to comply with federal reporting requirements. However, students may define their gender identity in their own words on my.harvard.		

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

State of \_\_\_\_\_, County of \_\_\_\_\_,  
 \_\_\_\_\_ personally appeared before me, the undersigned notary public, and proved to me his/her identity through satisfactory evidence, which were \_\_\_\_\_  
 to be the person whose name is signed on the preceding or attached document in my presence on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.