The purpose of this request is to provide the means by which a UC student, with the appropriate documentation, may affect an update of the sex marker associated with that student’s UC academic records. Appropriate documentation for this request is an official federal or state document (e.g. court order, driver’s license, passport, birth certificate, state ID). Please complete all fields below.

**Note:** changing the name associated with the student's records is a process separate from updating the student's sex marker, and as such has a different supporting document requirement. Student records name changes continue to require the submission of legal name change documentation.

**Full Legal Name** (Please print):

(First) __________________________ (Last) __________________________ (Middle) __________________________

**UCID:** M __________________________ **Date of Birth:** ________________

**E-mail:** __________________________ **Telephone #:** __________________________

Please update the sex marker associated with my UCID and student records to the following (check one):

- [ ] (M) male
- [ ] (F) female

**Signature:** __________________________ **Date:** __________________________

This request form and the appropriate documentation may be submitted in person to the Office of the Registrar (University Pavilion, 5th floor). Or you may:

Mail this form and documents to:

University of Cincinnati
Office of the Registrar
P.O. Box 210060
Cincinnati, Ohio 45221-0060

or

Email this form and documents to:

Registrar.info@uc.edu