

# Questions and Answers from the Registrar regarding Gender Identity

## Can my sex be changed in the student database?

Yes, but only from M – F and vice versa. There is not an option to fill in the blank, or unknown. Students may choose to leave this field blank though.

## If I graduate from Douglass College and I completed a FTM transition, can my diploma be changed?

Yes, your diploma can be changed to reflect a different college at the choice of the University. A fee will be assigned to order a new diploma as per normal University policy.

## How do I process a name change request?

You can visit the Office of The Registrar on Busch Campus located in ASB 1. You may also visit their website at <http://registrar.rutgers.edu/NB/NAMEFORM.HTM> to make this change, or call the office at 732-445-732-445-7000, press 3.

## If I change my name on Rutgers database, will this also change the information sent home?

Yes, once you officially change your name with the institution, any documents that do get mailed to your permanent address will reflect your new name. Please keep in mind; this does include documents that may be mailed to your parent (s) and/or guardian (s).

## Once I complete my name change, can my transcripts be changed to reflect this?

Yes

## If I also change my college of enrollment due to my name change once I have graduated, can my transcript reflect that change?

Yes

## Will the University change historic records as well?

No. The University will not change historic records such as yearbooks, graduation bulletins, dean's lists, etc.

## Can I change my email address to reflect my new name?

Yes. The office of the registrar can change your email on the SRDB, but that will not change the official University email address. Your official University email can be changed and registered by accessing this link and following the prompts:

<http://rucn-nbp.rutgers.edu/services/communicating/email-overview.php>

## Does sex appear on Class Rosters?

No, only name and RUID number. The ID pictures of all students now show up on the web roster when accessed by username and password for administrators/professors with access to the web rosters.

## Can I request a new RU Connection card to reflect my new name change?

Yes. Please note, you must be currently registered and present a form of government issued photo ID to pick up your lost card or to have an ID card reissued. If you need to have your RUconnection Card reissued due to a legal name change or a change in your status (new department, change of schools or class year, change of employment status, etc.), you can do so at no charge. Simply visit any RUconnection Card Office to exchange your old ID card for an updated one. All changes must be in effect in the Office of the Registrar or Payroll system at the time of issuance. Please visit their website for further information: <http://www.rci.rutgers.edu/~ruconxn/nbp/index.shtml>