



# Widener University

One University Place, Chester, PA 19013

## Student Name, Gender Status, and Address Change Information

### Name Change

#### Legal Name Change Policy and Required Documentation

The Registrar's Office is responsible for processing official academic record name changes for students. For a student to change his/her name, legal documentation is required of the student's new name. A name change may be processed either in person in Enrollment Services located in Lipka Hall or through e-mail, fax, or mail provided the necessary documentation is submitted.

The Registrar's Office requires two forms of identification in order to process a name change. One form *must* be a State/Federally issued picture ID, such as a Driver's License, a Passport or a Permanent Resident Card showing official recognition and usage of the new name. The second form *must* pertain to the reason for the change and would include a copy of a marriage certificate, a copy of a court order documenting a legal name change, or a copy of a divorce decree.

Please note: Alumni of the University should contact the Alumni Affairs office for name change requests in the Alumni database system. These will not transfer back to the Student Information System; alumni and former students should also contact the Registrar for official name changes.

#### Chosen Name and Gender Policy

Widener University recognizes that some of its students may use first names other than their legal first names to identify themselves. Because of this, the university allows use of a first name different than one's legal first name on college records where it is legally permissible. To request a chosen name, please fill out the **Chosen Name Request Form** and submit it to Enrollment Services in Lipka Hall.

#### Other University Services Related to Name Changes

##### Widener Student ID/ Campus1 Card- Campus1Card Office:

A replacement Widener University Campus1Card ID card reflecting your new name can be provided to currently enrolled students. Please allow 24 hours for your new name to be updated in our system records. Once that time has passed, please visit the Campus1Card/ Campus Safety office in Lipka Hall or email [Campus1Card@widener.edu](mailto:Campus1Card@widener.edu) to request a new ID card. There is no charge to receive a new ID card. The ID card you are replacing should be turned in and will no longer work for any access at the University.

##### Canvas, Widener Systems Log On, and Email Address Change- ITS Student Computing Services:

Once your name change form is processed by the Registrar's Office, you will be contacted by the IT HelpDesk to have your student logon and e-mail address changed.

## Gender Status Change

### Legal Gender Change Policy and Required Documentation

Students may request to have their gender status changed in the Widener University student information system. Students will need to present to the Registrar's Office a copy of their state driver's license reflecting the gender that they have either changed to or identify as. Student gender does not appear on Widener's Campus1Card ID or on class rosters.

Please note: Gender Identity and Personal Pronoun can be changed using the **Chosen Name Request Form**.

## Address Change

To change your address with the University, please either email [enrollmentservices@widener.edu](mailto:enrollmentservices@widener.edu) from your Widener University email or complete the **Address Change Form** and submit it to Enrollment Services in Lipka Hall.

### Please Note:

Widener University has an On Campus Residency Requirement. Freshman, sophomore, and junior full-time students must reside on campus unless they qualify for commuter status. All full-time undergraduate day students are required to live on campus until they attain senior class status. Please note that students in the Coop program may be released from housing to complete their assignment after review and approval from the Co-op Office and Office of Residence Life. *Students who violate our housing policies regarding off campus status will either be assigned campus housing and billed for room and board or be assessed a \$500 fine per semester (fall and spring-total = \$1,000)*

If an undergraduate student meets the criteria for a change of residency status and chooses to live off campus for the academic year, the student must submit the appropriate documents to the Office of Residence Life. A list of these documents can be found in the Student Handbook or by contacting the Office of Residence Life. Information on changing to Commuter or Off-Campus Status can be found below or in the Student Handbook.