

**REQUEST TO CHANGE LEGAL NAME OR GENDER MARKER**

Lake Land College Admissions & Records  
5001 Lake Land Blvd, Mattoon, IL 61938-9366  
Office: 217-234-5311 Fax: 217-234-5390  
admissions@lakelandcollege.edu



Students should submit this form to Admissions and Records to change their legal name or legal gender marker in their student record. Students must also submit one of the following documents to verify the new legal name or new legal gender marker:

1. Government issued photo ID/driver's license
2. Revised birth certificate
3. Court order

Students should be aware that to protect their educational records, their Lake Land user ID will not be changed but their Laker Hub and Email display names will be updated. Students will need to purchase a new student ID with the new name.

**FOR RECORD VERIFICATION PURPOSES:**

LEGAL NAME (AS IT CURRENTLY APPEARS ON YOUR STUDENT RECORD)	
DATE OF BIRTH	LAKE LAND STUDENT ID NUMBER

**REQUEST TO CHANGE MY LEGAL NAME TO:**

LEGAL NAME	
STUDENT'S SIGNATURE	DATE

**REQUEST TO CHANGE MY LEGAL GENDER MARKER TO:**

GENDER MARKER:    ___ FEMALE    ___ MALE	
STUDENT'S SIGNATURE	DATE

Note: *It is strongly recommended that you submit a Request to Change Legal Name or Gender Marker at least two full weeks prior to the start of a semester or as soon as possible after the change is made. The Admissions Office will confirm once your request has been completed.*