



# NC Central UNIVERSITY

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Office of the University Registrar

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## **Changes to Personal Information**

Please note: some items require the Adobe Acrobat PDF Reader to complete forms online, which can be downloaded from the [Adobe Website](#).

### **Name Changes**

The Office of the University Registrar processes name changes to the education records for all current and former students. These changes can be requested in person or by mail to the [Registrar's Office](#). All requests submitted require specific legal documentation. Please see the [Change of Personal Information Form](#) to determine what documentation is required for your specific request.

Please consider the following reasons for name change and the required legal documentation for each.

- Change of name due to **Marriage** requires the following:
  - (1) Copy of a Marriage Certificate;
  - (2) signed social security card; or
  - (3) government issued photo ID showing new name.
  
- Change of name due to **Divorce** requires the following:
  - (1) Copy of the Divorce Decree stating that you may resume the use of your maiden name or named confirmed by the court; or
  - (2) signed social security card.
  
- A **Legal Name Change** for any other reason requires the following:
  - (1) name change document confirmed by court;
  - (2) signed social security card; or
  - (3) government issued photo ID showing new name.

### **Replacement or Duplicate Diplomas**

The Office of the University Registrar processes all requests regarding the replacement or duplication of NCCU diplomas. Please submit your [Diploma Order Form](#) request to the address provided below and allow at least two (2) weeks for processing. Each replacement or duplicate ordered is \$25.00 and \$10.00 for postage.

**Please be advised that a [Change of Personal Information Form](#) must be completed and processed before any request for a replacement diploma reflecting a new legal name will be processed.**

Please be advised that the replacement or duplicate diploma will be signed by the current President of the University of North Carolina System, Chancellor of North Carolina Central University, Chairman of the Board of Governors of the University of North Carolina, and the Chairman of the Board of Trustees of North Carolina Central University.



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### **Gender Marker Change**

Students currently or formerly enrolled at North Carolina Central University may have their gender status changed in the student information system by submitting a [Change of Personal Information Form](#) and presenting one of the following documents to the Office of the University Registrar:

- (1) an original, signed letter from a physician attesting that the process of gender transition is complete;
- (2) an official court order affirming a gender change, or
- (3) a birth certificate confirming the change.

Students should know that a change to gender does not presume a change in name. Furthermore, a change in name does not presume a change to gender marker. Please be advised that these processes must be completed with official legal documentation before any name changes will be documented by the University.

Please deliver to the Office of the Registrar or mail completed request form to:

**North Carolina Central University  
Attn: Office of the University Registrar  
Hoey Administration Building, Room 102  
1801 Fayetteville St.  
Durham, NC 27707  
Phone: (919) 530-6654 Fax: (919) 530-6234**