

**PREFERRED BIOGRAPHICAL
INFORMATION UPDATE**

To preserve the integrity of your permanent academic record, all preferred name change, gender identity and pronoun requests must be **accompanied by an unaltered and legible copy of a legal document indicating legal name**. Acceptable legal documents include a valid passport, court order, appropriate page of divorce decree, marriage license/certificate, valid driver's license or valid federal or state-issued identification card or birth certificate.

Please provide all requested information:

Student ID Number: - OR - Last 4 digits of SS Number: - AND - Month and Day of Birth:			
Name:			
Daytime Phone #:		E-Mail Address:	

UPDATE PREFERRED NAME, GENDER IDENTITY and/or PRONOUNS

Legal Name:	First		Last	
Preferred Name:	First		Per University policy, the legal last name cannot be changed	
and/or				
Gender Identity:	Select one of the following:			
	Female Male	Agender Bigender	Non-Binary Polygender Genderfluid	
and/or				
Pronouns	Select one of the following (see page 2 for pronunciations):			
	she/her/hers/herself he/him/his/himself ze/hir/hirs/hirself	they/them/their/ themselves	ze/zem/zir/zirself ey/em/eir/eirself xe/xem/xyrs/xemself	
Signature:			Date:	

Submit your signed request and supporting documentation using one of the following methods:

Email:

- Scan and email your signed request to registrar@uakron.edu.

USPS Mail:

- Mail your signed request to: Office of the University Registrar
The University of Akron
Simmons Hall Room 120
Akron, OH 44325-6208

In Person (by appointment only):

- Contact the Office of the University Registrar at either 330-972-8300 or registrar@uakron.edu to schedule an appointment.

Please note that faxed requests are not accepted due to document illegibility.

Pronoun Pronunciation

Pronouns	Pronunciation
he/him/his/himself	hee, him, his, himself
she/her/hers/herself	shee, hur, hurs, herself
they/them/their/themself	they, them, their, themselves
ze/hir/hirs/hirself	zee, heer, heers, herself
ze/zem/zir/zirself	zee, zem, zeer, zeerself
ey/em/eir/eirself	ey, em, air, airself
xe/xem/xyrs/xemself	zee, zem, zeers, zemself

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
 - a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
 - b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

Using Fill & Sign:



The Fill & Sign feature is available within Adobe and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.