



NORTHWESTERN
UNIVERSITY

Office of the Registrar
633 Clark Street
Evanston, IL 60208
www.registrar.northwestern.edu
847-491-5234

APPLICATION FOR CHANGE OF DEMOGRAPHIC INFORMATION

Policy

Current students who provide appropriate documentation may request a change to their demographic information on their Northwestern University record. Students who do not hold a F1 or J1 visa may present this documentation to the registrar’s office appropriate to their program; F1 or J1 visa holders must request changes from the International Office.

Required Documentation*

All students must submit their Northwestern Wildcard. Other required documentation varies depending upon the change requested.

Print Name: _____

NU Student ID#: _____ Last _____ First _____ Middle _____
Phone _____ Email _____

Date of Birth Correction

- Northwestern Wildcard
- Government-issued document such as birth certificate, passport or driver’s license/state ID

Correct date: _____ (MM-DAY-YYYY)

Ethnicity (US Citizens and Permanent Residents only, no additional documentation required)

Update to:

- American Indian/Alaska Native
- Asian
- Black/African American
- Hispanic/Latino
- Not Specified
- Native Hawaiian/Other Pacific Islander
- White

Gender

Option 1: Current students who have changed gender on legal documents may request a change to the gender on their University record. Such students must submit:

- Northwestern Wildcard
- Government-issued document (birth certificate, passport or driver’s license/state ID) listing new gender

OR

- Court documentation confirming new gender

Option 2: Current students who no longer identify with their birth gender or are going through gender transition may request a change to “unknown” gender on their University record. “Unknown” stems from the federal definitions, and fulfills the University’s obligation to report gender to the government. No additional documentation is required for this request.

Indicate 1 or 2: _____

Other demographic change (documentation in addition to the Wildcard may be required):

Signature _____

Date: _____

*For current students unable to submit documentation in person, notarized photocopies of the original documents can be sent via fax (847-491-8458 to the Evanston Registrar) or mail (633 Clark St. Evanston, IL 60208). Such forms may not be submitted via email due to the sensitive nature of the information contained.