

Name, Gender, and Pronoun Changes for Stevens Students

UPDATE YOUR PERSONAL INFORMATION IN WORKDAY

- Visit [MyStevens](#) > Workday
- Change your personal information
 - Tutorial: [Workday Canvas course](#)
 - You can change your “preferred name”, “gender identity” and “pronouns” without submitting any documentation (see how [here](#))
 - You can change your legal name and gender by submitting official court and/or state documents

This will trigger a team at Stevens to update: MyStevens, RMS, Canvas, DuckSuccess, Handshake, Ducklink, Outlook Global Address List, and how your name appears in email.

ID CARD

- Once you have made a name change in Workday Student, you may visit the DuckCard Office for a new DuckCard, free of charge.

LEGAL NAME AND/OR GENDER CHANGES

If you have completed the process of legally changing your name and/or gender, it is important to ensure that this information is filed with Stevens. Upload all legal name and/or gender change documentation of the change to Workday in Personal Information

(https://sit.instructure.com/courses/35399/files/7166029?module_item_id=1055319).

For more information on how to legally change your name and/or gender, please visit

<https://transequality.org/documents> https://www.njcourts.gov/forms/10551_namechg_adult.pdf

TAXES, STATEMENTS, REFUND CHECKS AND MEDICAL INFO

- Tax documents, billing statements and refund checks will be issued under your legal name. If you receive documents in your chosen/preferred name, contact the Office of Student Accounts to have them reissued.
- If you have Stevens health insurance, your legal name and gender will be shared with the insurance company and you will receive tax document 1095-B (health coverage) within your legal name. If you have any questions about health insurance coverage, please contact Health Services or your provider directly.

MEET WITH A DIVERSITY EDUCATION STAFF MEMBER

- Receive support and guidance
- Discuss housing options
- Connect with student organizations and other students to help you find community on campus, if desired
- If mid-semester, work with you to discover the appropriate way to alert your faculty of this change

- Learn more about resources/services in the local area

IMPORTANT TO NOTE

- Nelnet, the payment platform for Workday displays your legal name and parents and guardians can only access this platform if you give them access.
- Bills, statements and balance notifications sent through mail will reflect your legal name.
- At commencement, you may have your chosen name announced as you walk across the stage.
- Currently, diplomas and official and unofficial academic transcripts must have a legal name printed on them.

Please note: This is not a perfect process. On occasion, you may receive communication with the incorrect name. If that happens, please reach out to the Director of Diversity, Equity & Inclusion for assistance.

CONTACTS

- Registrar - registrar@stevens.edu
- Student Life - student_life@stevens.edu
- Office of Student Accounts - studentaccounts@stevens.edu
- Office of Diversity, Equity & Inclusion – DEI@stevens.edu
- Office of Financial Aid - financialaid@stevens.edu

[UPDATE PERSONAL PRONOUNS IN CANVAS](#)

[NAME, GENDER IDENTITY & PRONOUNS CHANGES IN HANDSHAKE \(CAREER SITE\)](#)