

## Change of Gender in Banner Application

The University of New England | Office of the Registrar 11 Hills Beach Road (Decary Hall, 114) Biddeford, ME 04005 Phone: (207) 602-2473 | Fax: (207) 602-5927 | Registrar@une.edu

INNOVATION FOR A HEALTHIER PLANET

## APPLICATION PROCESS AND POLICY

- If you would like your student record changed to reflect a different gender, please complete this form (along with required signature) and submit it with a state- or federally-issued photo ID to the Registrar's Office at the address, fax number, or email address below. No other documentation is required.
- Please be aware that if you make this request to change your gender in the student information system (Banner), you may need to take some additional actions if you are also applying for federal student aid and/or are covered by health insurance, as documentation requirements at each of the agencies/organizations below are independent of UNE's policy and documentation requirement.
  - You will need to contact the Social Security Administration to prevent any problems with data mismatches between that 0 agency's record and the information on file with the federal Department of Education, which administers federal student aid programs.
  - The federal Department of Education also compares data with the Selective Service Administration. If you are applying 0 for federal financial aid, you will also need to update your status with that agency.
  - You will need to contact your health insurer to make sure they have the appropriate gender on file for you, as covered 0 health services can, in some cases, be determined by gender.
- Documentation requirements at each of the above agencies/organizations may differ.
- If you have questions on how this change may affect your financial aid application, please contact Student Financial Services at sfs@une.edu.

## STUDENT INFORMATION

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Last Name:	F	irst Name:	PRN:	-
Email:				-
SECTION I: CHANGE I	NFORMATION			
Date of change reques	st:			
		, am	requesting that my gender be changed in Banner.	
, , , , , , , , , , , , , , , , , , ,	INT FULL LEGAL NAME)		N. P.	
Select one:	Female	Male	Non-Binary	
SECTION II: STUDENT	APPROVAL (Font signature N	OT accepted)		
may differ from UNE's.	I also understand that any incor	sistencies between the U	anizations, and that their documentation requirement niversity's record of my gender and the databases of processing and receipt of benefits.	s

Student's Signature:	Date:	
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