

## Legal Name Change/Name Correction Request

Submit this form with appropriate legal documentation (specified below) to the Registrar's Office via your myCI Portal to change your legal (primary) name in CSUCI's student records. Current and former CSUCI employees (including student employees) will also need to change their legal name by going to the Human Resources office in Lindero Hall-1804.

**This form, along with copies of legal documentation, must be submitted via your myCI portal by clicking on the "Demographic Corrections" service icon. Be sure to upload both the form and your legal documentation. You will be contacted if the document is not legible. For detailed instructions on how to submit this form and documents via the myCI portal please visit <https://www.csuci.edu/registrar/namechange.htm>**

**For Financial Aid recipients:** Your current legal name on record at CSUCI should match your FAFSA application.

Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Current Legal Name on record at CSU Channel Islands:</b>	
First _____	Middle: _____ Last: _____
<b>New/Corrected Legal Name:</b>	
First _____	Middle: _____ Last: _____
<b>Enrollment Status:</b>	<b>Do you want the new/corrected name to appear on your diploma?</b>
<input type="checkbox"/> Applicant <input type="checkbox"/> Current student <input type="checkbox"/> Previously enrolled	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Name Change Documentation**

Acceptable Legal Documentation—  
**Document must state old and new name.**

- Marriage License
- Certificate of Naturalization with Petition for Name Change
- Adoption Record with new Birth Certificate
- Divorce Decree (Stating restored name)
- Court Order
- Alien Registration Card

**Name Correction Documentation:**

- Birth Certificate
- Driver's License
- Passport
- California Identification Card
- Social Security Card

*I understand all University academic records and correspondence will reflect the name above. I declare the information provided is true and correct. This change of name will not be used for fraudulent purposes and represents a bona fide change in the sense that it is to be or has been used consistently. I understand this change will not remove former names from the permanent record.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Administrative Use Only-Registrar's Office**

Processed by \_\_\_\_\_ PS Update: \_\_\_\_\_ Electronic File Update: \_\_\_\_\_ Student Notification: \_\_\_\_\_  
(Staff Initials) (Date) (Staff initials/Date) (Staff initials/Date)

Work Order #: \_\_\_\_\_

Revised 01/17/2024