

## APPLICATION FOR NAME CHANGE

*Please PRINT CLEARLY and complete all blanks. Due to computer constraints, only 30 characters may be used for our files.*

**IMPORTANT NOTICE:** If you have ever been employed at the University, your name change must be processed by Human Resources.

Print Name exactly how it appears on your CSUCI record:

\_\_\_\_\_  
 Last                      First                      Middle                      Student ID# \_\_\_\_\_

PRINT NEW NAME: \_\_\_\_\_                      Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
 Last                      First                      Middle                      Phone# (     ) \_\_\_\_\_

Please indicate the following:

- Check one:**
- New Student
  - Continuing Student
  - Not Currently Enrolled- (last term of attendance): \_\_\_\_\_

Applied for graduation?     Yes     No

If yes, expected graduation term? \_\_\_\_\_

Name changes must be accompanied by legal documentation verifying the name change such as a social security card, court documents, or marriage certificate **and** a photocopy of a photo ID to verify the new name such as driver's license, passport, or immigration 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*Name changes will be completed approximately by the end of each semester. Students are notified through their dolphin e-mail when the name change is completed\*\**

*Administrative Use Only-Records & Registration*

Processed by \_\_\_\_\_ PS Update: \_\_\_\_\_  
(Staff Initials)                      (Date)

Hershey File Update: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff initials)

Work Order Submitted: \_\_\_\_\_  
(Date)

Student Notification: \_\_\_\_\_  
(Date)