Legal Name Change/Name Correction Request

Submit this form with appropriate legal documentation (specified below) to the Registrar’s Office located in the Enrollment Center, Sage Hall to change your legal (primary) name in CSUCI’s student records. Current and former CSUCI employees (including student employees) can only change their legal name by going to the Human Resources office in Lindero Hall-2801.

This form, along with copies of legal documentation, must be received via mail or in person; no faxes or emails allowed. If document is not legible you will be contacted. You must include a copy of a photo ID if mailing.

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

Student ID: ______________________ Phone: ______________________ Date: ______________________
Email: ______________________

Current Legal Name on record at CSU Channel Islands:
First ______________________ Middle: ______________________ Last: ______________________

New/Corrected Legal Name:
First ______________________ Middle: ______________________ Last: ______________________

Enrollment Status: Do you want the new/corrected name to appear on your diploma?
☐ Applicant ☐ Current student ☐ Previously enrolled ☐ Yes ☐ 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

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 4/4/19