Legal Name Change/Name Correction Request

Submit this form with appropriate legal documentation (specified below) to Records and Registration, located in the Enrollment Center, Sage Hall-1020 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:
☐ Applicant ☐ Current student ☐ Previously enrolled ☐ Yes ☐ No

Do you want the new/corrected name to appear on your diploma?

☐ Name Change Documentation
Acceptable Legal Documentation—Document must state old and new name.

☐ 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—Records & Registration
Processed by: ____________ PS Update: ____________ Electronic File Update: ____________ Student Notification: ____________
(Staff Initials) (Date) (Staff initials/Date) (Staff initials/Date)

Work Order #: ___________________________