Legal Name Change/Name Correction Request

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

If unable to submit through the Demographic Corrections Service icon in the myCI portal please submit in a password protected email to registrar@csuci.edu. 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:_____

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

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

☐ 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
- 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 09/10/2024