Legal Name Change/Name Correction Request

Submit this form with appropriate legal documentation (specified below) to the Registrar’s Office located in 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-1804.

This form, along with copies of legal documentation, must be submitted via mail or in person. No faxes or emails are allowed. If form is faxed or emailed it will not be processed. You will be contacted if document is not legible. 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

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

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 11/14/19