Enrollment Management
Registrar's Office
One University Drive
Camarillo, CA 93012
Phone: (805) 437-8500
www.csuci.edU/registrar

Preferred E-mail Update Request

Use this form to request an update to your Dolphin E-mail address to align with your already updated preferred name in CI records. Preferred e-mails are alias e-mails and will be visible in many campus systems such as CI Records, Dolphin Email, and CI Learn (Canvas). However, some systems such as Dolphin CareerLink and CI Parking Permits will not reflect the update at this time.

Preferred Name is an option that is available to students in CI Records via their myCI Student Center. Students may choose to use a preferred name rather than a primary (legal) name in the classroom and other areas on campus. If you have not already completed the preferred name change, please do this ***prior*** to submitting this request form. Please be aware that there is a limit to how many times an e-mail alias can be changed. Multiple requests to update a preferred Dolphin E-mail address may not be able to be accommodated.

Note: Changing or adding a preferred name/preferred e-mail ***does not*** change your primary/legal name. To change a primary/legal name, students must complete the Legal Name Change/Name Correction Request form and submit with legal documentation to registrar@csuci.edu. Visit the webpage on Preferred Names, Pronouns and Email Addresses for information https://www.csuci.edu/registrar/personal-info-update.htm.

Student Name (Legal/Primary; First, Last): _____

Preferred Name (First, Last): _____

Student ID Number: _____

Phone: _____ Date: _____

Current Dolphin E-mail Address (Format: first.last###@myci.csuci.edu)
_____
Requested Preferred Dolphin E-mail Address (Format: first.last###@myci.csuci.edu)   (Note: format, including the three numbers that are part of your e-mail, will remain the same)   _____

Student's Signature_____Date_____

Administrative Use Only – Registrar's Office
Processed by:_____ PS Update:_____ Work Order:_____ Student Notified_____   (Staff Initials)   (Date)   (Number)