



California State University SAN MARCOS

Office of the Registrar California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
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NAME CHANGE

NOTE: If you have ever been previously employed by the University (student assistant, staff, faculty, administrator, etc.), you must contact the Human Resources & Equal Opportunity Office.

Instructions:

A current copy of legal documentation is required, such as a marriage license, driver’s license, or passport, which you would like to appear on your official academic record.

This request authorizes the University to update your name on your academic record, your diploma, and name in the commencement program (*Note: Name changes must be received prior to the commencement application deadline in order to have your new name reflected in the Commencement Program*).

Completed forms are accepted by the Office of the Registrar in person at Cougar Central located in Craven Hall 3900, by mail or as an email attachment to registrar@csusm.edu

Student ID: _____ CSUSM Email: _____@cougars.csusm.edu
Address: _____ Contact Phone Number: _____
City: _____ State: _____ Zip: _____

New Name: Last First Middle

Former Name: Last First Middle

Update Legal Gender to: Male Female

I declare that the information provided above is true and correct and this name change will not be used for fraudulent purposes and represents a bonafide change. Furthermore, I understand that this change will not remove former names from my permanent record.

By typing or signing my name on this line, I hereby certify that the information I have given you in the application above is true and correct.

Student Signature: _____ Date: _____

For verification purposes all forms signed and submitted electronically must be submitted from the student’s CSUSM email address.

For Office Use Only:
Date Processed: _____ Staff Initials: _____

Updated 03/19/2020
Office of the Registrar