Instructions:
1. Complete and deliver to Cougar Central located in Craven Hall, Room 3900.
2. Attach a current copy of legal documentation, such as a marriage license, driver’s license, or passport, which you would like to appear on your official academic record.
3. This request authorizes the University to update your name on your academic record, your diploma, and name in the commencement program.
4. Your request will be processed within 7-10 business days; verification of the change may be seen in MyCSUSM.

CURRENT STUDENT INFORMATION
Name as it appears on your University record now:
Last Name:________________________________________________
First Name, Middle Initial:____________________________________
Student ID:________________________________________________
CSUSM Email:______________________________________________
Daytime Phone:____________________________________________

NEW STUDENT INFORMATION
Name as it will appear on your University record:
Last Name:________________________________________________
First Name, Middle Initial:____________________________________

Have you filed for graduation? Circle one: Yes    No
*Note: Name changes must be received by the last day of add/drop for the Spring term in order to have your new name reflected in the Commencement Program.

Direct your questions to registrar@csusm.edu Using your CSUSM email, be sure to indicate in the subject line: Status of NAME CHANGE; in the body of the email, include your name, student ID number, and question.

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.

I also understand that this change will not remove former names from my permanent record.

Student Signature:___________________________________________ Date:______________