



Registration & Records  
Enrollment Management Services  
333 S. Twin Oaks Valley Road, CRA 3900  
San Marcos, CA 92096  
760-750-4814

**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.

*For Office Use Only:*

*Date received:* \_\_\_\_\_

*Date processed:* \_\_\_\_\_

*Initials:* \_\_\_\_\_

*Revised: 09.22.08*

**NAME CHANGE FORM**

**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](mailto: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: \_\_\_\_\_