



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
Tel: 760.750.4814 Fax: 760.750.3700 www.csusm.edu/enroll/ registrar@csusm.edu

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 by the last day of the add/drop for the Spring term 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, by fax, or as a scanned 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

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.

Signature: _____

Date: _____

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

Revised November 9, 2017