



# 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](mailto: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