

IMPORTANT NOTE: If you are a current student employee at Fresno State, Auxiliary, or Foundation, DO NOT COMPLETE THIS FORM. Please visit your respective Human Resources/Payroll Office.

Name: _____
Last First Middle

Student ID #: _____ Phone Number: _____

Please check box if you are a: Current Student International Student Cal State Teach Student
 Returning Applicant First Time Freshman Applicant Transfer Applicant Post-Baccalaureate Applicant

Student Signature: _____ Date: _____

Complete *only* box(es) you wish to change

SUPPORTING DOCUMENTATION IS REQUIRED. Please see page 2 (reverse side) for a list of valid documents.

Name Change

First Middle Last

Office Use Only
Name as shown on file:

Social Security Number Check if you need to correct a duplicate ID.

Correct Number

Office Use Only
Number on File

Date of Birth

Correct Date of Birth

Office Use Only
Date of Birth on File

Gender
 Male Female

Office Use Only
 Male Female
Gender on File

Email sent: _____ **Office Use Only**
ISSP _____ Cal State Teach _____
Initial Initial

Checklist: _____
Updated By: _____ Date: _____

Comments: _____

How to Submit

1. Mail to: Office of the University Registrar
5150 N. Maple Avenue, M/S JA 57
Fresno, California 93740-8026
2. In Person: Joyal Administration Building, North Lobby, Student Services Center
3. Email: fsregistrar@mail.fresnostate.edu
Please note: If you are a current student, all email must be from your Fresno State email account.

Supporting documentation is required for ALL changes. Listed below are the documents considered valid for confirming any changes to your name, social security number, birth date and gender. Form MUST be submitted with a valid government-issued photo ID along with one form of documentation listed below. All forms of ID must be current to be considered valid (expired forms of ID are not considered valid).

Name Change*:

1. Social Security Card
2. Current Driver's License
3. Passport
4. Court Decree
5. Marriage Certificate (Only if new name is listed on document)
6. Certificate of Naturalization

** If you are an international student, a copy of your current passport MUST accompany one of the documents listed above.*

Incorrect Social Security Number or ITIN Changes:

1. Social Security Card (or other SSA documentation)
2. ITIN Letter or Card
3. Current Driver's License or State ID Card (if it contains a Social Security Number)
4. W-2 Form
5. Unexpired Military ID

Date of Birth:

1. Birth Certificate
2. Current Driver's License (if it contains a birth date)
3. Passport
4. Unexpired Military ID

Gender:

1. A court order directing legal recognition of the new gender
2. A full-validity 10-year passport with the new gender
3. A state-issued birth certificate with the new gender
4. Current Driver's License or State ID Card