

## How to submit online or by mail

Online:

Please note: If submitting electronically, you do not need to complete page 2.

Or:

Mail form and supporting documentation to:

Office of the University Registrar  
5150 N. Maple Avenue, M/S JA57  
Fresno, CA 93740-8026

**Listed below are the documents considered valid for confirming any changes to your name, social security number and birth date. 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. Documentation is not required.

**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 MAY BE REQUIRED. Please see page 1 (reverse side) for a list of valid documents.**

<input type="checkbox"/> <b>Name Change</b> _____ First Middle Last	<b>Office Use Only</b> Name as shown on file: _____
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<input type="checkbox"/> <b>Social Security Number</b> <input type="checkbox"/> Check if you need to correct a duplicate ID. _____ Correct Number	<b>Office Use Only</b> Number on File _____
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<input type="checkbox"/> <b>Date of Birth</b> _____ Correct Date of Birth	<b>Office Use Only</b> Date of Birth on File _____
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<input type="checkbox"/> <b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary	<b>Office Use Only</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary Gender on File
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Email sent: _____ ISSP _____ Cal State Teach _____ Initial _____ Initial _____	<b>Office Use Only</b> Checklist: _____ Updated By: _____ Date: _____
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