

Legal Name Change/Name Correction Request

How to submit: Submit this form with the appropriate legal documentation through the Demographic Corrections service icon in your myCI portal to change your legal (primary) name in CSUCI student records.

CSUCI employees: Current and former CSUCI employees, including student employees, must change their legal name through Human Resources in Lindero Hall 1804.

Unable to use the service icon? Email the form and documents in a password-protected message to registrar@csuci.edu. You will be contacted if a document is not legible. **Instructions:** [Legal Name Change/Correction webpage](#)

Financial Aid recipients:

Your legal name on record at CSUCI should match your FAFSA application.

STUDENT INFORMATION

Student ID

Phone Number

Date

Email

LEGAL NAME INFORMATION

Current Legal Name on Record

First

Middle

Last

New/Corrected Legal Name

First

Middle

Last

STUDENT STATUS AND DIPLOMA

Enrollment Status



Applicant



Current student



Previously enrolled

Do you want the new/corrected name to appear on your diploma?



Yes



No

DOCUMENTATION REQUIREMENTS - SELECT ONE

☐ Name Change Documentation

Document must state the old and new name.

- Marriage License
- Certificate of Naturalization with Petition for Name Change
- Adoption Record with new Birth Certificate
- Divorce Decree (stating restored name)
- Court Order
- Alien Registration Card

☐ Name Correction Documentation

- Birth Certificate
- Driver's License
- Passport
- California Identification Card
- Social Security Card

I understand all University academic records and correspondence will reflect the name above. I declare the information provided is true and correct. This change of name will not be used for fraudulent purposes and represents a bona fide change in the sense that it is to be or has been used consistently. I understand this change will not remove former names from the permanent record.

Student Signature

Date

REGISTRAR'S OFFICE USE

Processed by PS Update Electronic File Update Student Notification Work Order #