

California State University, Long Beach

Enrollment Services

Name/Address Change Request

Address/Phone/Email Change Information:

- Current Students - All changes can be made on your MyCSULB account.
- Former Students - Please complete this form and return to Enrollment Services in BH-101.
- **Financial Aid Disbursements** - The mailing of financial aid checks must be requested and authorized directly with the Financial Aid Disbursements Office in BH-148, phone number 562-985-5541. Student signature is required.
- For further information, please call 562-985-5471.

Name Change Information:

- Current and Former CSULB Employees - Students employed *at any time* by CSULB **must** change their name by presenting an original *Social Security Card* to the Payroll Office in BH-353, phone number 562-985-4164.
- Acceptable Legal Documentation - **Document must state old and new name.**
 - Marriage License, Certificate of Naturalization, Adoption/Birth Certificate, Divorce Decree (stating restored name), Court Order, Alien Registration Card
- Diplomas - If you have filed a Request to Graduate form and want a name change reflected on your diploma, notify the Enrollment Services staff member when submitting this request.

Campus ID _____ Birth Date (Month/Day/Year) _____

NOTE: If you are submitting a name change, write your new name below

Name (Last, First, Middle) _____

Enrollment Status (check one): Current Incoming Former Extension

Check and fill out only those that apply - NOTE: Change of name requires legal documentation:

NOTE: Complete this line ONLY if submitting a name change.

Former Name (Last, First, Middle) _____

New Address _____

• Address type (check one): Mailing Home International Other

• Delete all other addresses? Yes No

New Telephone Number _____ (check one): Home Cellular Work Other

New Email Address _____ (check one): Home Cellular Work Other

Student Signature _____ Date _____