

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
 - Divorce Decree (stating restored name)
 - Certificate of Naturalization
 - Court Order
 - Adoption/Birth Certificate
 - 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 Number

Birth Date (Month/Day/Year)

Name (Last, First, Middle) - **NOTE:** If you are submitting a name change, write your *new* name here.

Enrollment Status (check one): Current Incoming Former Extension

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

Former Name (Last, First, Middle) - **NOTE:** Complete this line **ONLY** if submitting a name change.

New Address

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

• Delete all other addresses? Yes No

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

_____ • Type (check one): Home School Work Other
New Email Address

Student Signature

Date