



## LEGAL NAME CHANGE REQUEST

Use this form to change your legal name in student records at CSUN. **If you are also a CSUN employee, do NOT submit this form but report your legal name change directly to Human Resources.**

Print and complete the form and bring it with a valid photo ID (driver's license, identification card, or passport) to the Office of Admissions and Records. Due to computer constraints, only 30 characters can be used for some of our files. Hyphenated last names will be run together. The number of characters in diploma names is not limited.

**Avoid entering personal information on public computers and/or public wireless access points.**

### PRINT CLEARLY

CSUN Student ID Number (9-digit):  Date of Birth (mm/dd/yyyy):

### PRINT NAME AS IT APPEARS ON YOUR CURRENT CSUN RECORD:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### PRINT YOUR NEW LEGAL NAME:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### ANSWER THE FOLLOWING THREE (3) QUESTIONS IF YOU HAVE APPLIED FOR GRADUATION:

1. Type of Degree (Bachelor's, Master's, etc.): \_\_\_\_\_

2. Anticipated date of graduation: \_\_\_\_\_ (To change your graduation date, file a *Graduation Date Change* form.)

3. Print/Type first name, middle name or initial, and last name as you wish them to appear on your diploma (please see note):

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

**NOTE: The FIRST and LAST diploma name must be the SAME as the name on your University records.** First and middle names may vary in length. For example, if your record reflects an initial for your first or middle name, you may indicate your full name for diploma printing purposes. Print name as you wish it to appear on your diploma and include appropriate diacritical marks (~, ^, ` , etc.). Clearly indicate the position of diacritical marks to avoid misspellings.

**ACKNOWLEDGEMENT:** I understand that all university academic records and correspondence will reflect the new legal name above. I certify that the information I have provided is true and correct. I also affirm that this change of name will not be used for fraudulent purposes and that it represents a bona fide change in the sense that it is to be or has been used consistently. I understand that this change will not remove former names from the permanent record.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Processed (Y/N): \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Comments: \_\_\_\_\_