

IMPORTANT NOTE: If you are a current employee at Fresno State, Auxiliary, or Foundation, please visit your respective Human Resources/Payroll Office.

Name: _____
Last First Middle

Student ID #: _____ Phone Number: _____

Please check box if you are a: International Student Cal State Teach Student

Student Signature: _____ Date: _____

Complete *only* box(es) you wish to change

Supporting Documentation is required. Please see page 2 for a list of valid documents.

Legal Name Change

Name as shown on file: _____
Last First Middle

New Legal name (as shown on SSN or Passport): _____
Last First Middle

Social Security Number

_____ Number on File _____ Current Number
As Shown on Social Security Card or Passport

Birth date

_____ Date of Birth on File _____
As Shown on Current Drivers License or Passport

Gender

Male Female Gender on File Male Female
As Shown on Current Drivers License or Passport

Office Use Only

ISSP Cal State Teach Checklist: _____

Last Enrolled: _____ Updated By: _____

Date: _____ Page 1 10/10/2017

How to Submit (you have three options):

1. Mail to: Academic Records
5150 N. Maple Avenue, M/S JA 57
Fresno, California 93740-8026
2. In-Person: Joyal Administration Building, North Lobby
3. Email: fsregistrar@mail.fresnostate.edu
Please note: All email must be from your Fresno State email account.

Supporting Documentation is Required for ALL changes. Listed below are the documents considered valid for confirming any changes to your name, social security number, birth date and Gender. Form MUST be submitted with a 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).

Incorrect First/Last Name:

1. Social Security Card
2. Current Drivers License
3. Passport

First/Last Name Change:

1. Court Decree
2. Marriage Certificate
3. Certificate of Naturalization

Incorrect Social Security Number:

1. Social Security Card (or other SSA documentation)
2. Current Drivers License (if it contains a Social Security Number)
3. W-2 Form
4. Unexpired Military ID
5. State ID (if it contains a Social Security Number)

Date of Birth:

1. Birth Certificate
2. Current Drivers License (if it contains a birth date)
3. Passport
4. Unexpired Military ID
5. State ID (if it contains a birth date)

Gender:

1. A court order directing legal recognition of the new gender.
2. A full-validity 10-year passport with the new gender
3. A state-issued birth certificate with the new gender; or a court order directing legal recognition of the new gender.