

**IMPORTANT NOTE:** If you are a **current student employee at Fresno State, Auxiliary, or Foundation, DO NOT COMPLETE THIS FORM.** Please visit your respective Human Resources/Payroll Office.

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

Student ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please check box if you are a:  Current Student  International Student  Cal State Teach Student  
 Returning Applicant  First Time Freshman Applicant  Transfer Applicant  Post-Baccalaureate Applicant

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**SUPPORTING DOCUMENTATION IS REQUIRED. Please see page 2 (reverse side) for a list of valid documents.**

<input type="checkbox"/> <b>Name Change</b>  _____ First Middle Last	<b>Office Use Only</b>  Name as shown on file:  _____
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<input type="checkbox"/> <b>Social Security Number</b> <input type="checkbox"/> Check if you need to correct a duplicate ID.  _____ Correct Number	<b>Office Use Only</b>  Number on File  _____
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<input type="checkbox"/> <b>Date of Birth</b>  _____ Correct Date of Birth	<b>Office Use Only</b>  Date of Birth on File  _____
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<input type="checkbox"/> <b>Gender</b>  <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary	<b>Office Use Only</b>  <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary Gender on File
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Email sent: _____ _____ ISSP _____ Cal State Teach Initial Initial Comments: _____ _____	<b>Office Use Only</b> Checklist: _____ Updated By: _____ Date: _____
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## How to Submit

1. Mail to: Office of the University Registrar  
5150 N. Maple Avenue, M/S JA 57  
Fresno, California 93740-8026
2. In Person: Joyal Administration Building, North Lobby, Student Services Center, University Registrar Window
3. Email: fsregistrar@mail.fresnostate.edu  
*Please note: If you are a current student, 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 valid government-issued 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).**

### **Name Change\*:**

1. Social Security Card
2. Current Driver's License
3. Passport
4. Court Decree
5. Marriage Certificate (Only if new name is listed on document)
6. Certificate of Naturalization

*\* If you are an international student, a copy of your current passport MUST accompany one of the documents listed above.*

### **Incorrect Social Security Number or ITIN Changes:**

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

### **Date of Birth:**

1. Birth Certificate
2. Current Driver's License (if it contains a birth date)
3. Passport
4. Unexpired Military ID

### **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
4. Current Driver's License or State ID Card