Student Record Update

INSTRUCTIONS:

- Complete appropriate sections
- > See second page for required documentation
- > Email the completed signed form and documentation to Registrar@csustan.edu

University ID#									Date																
Please c	change: Name				Address				Email Address					SSN				D	Date of Birth						
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INFORMATION

- This is a student record update. Updates made through Enrollment Services may not reflect through your major department.
- Forms of identification can be---a valid driver's license, social security card, birth certificate, marriage license, student body ID card.
- All current and prior student assistants and/or employees will need to update their name and/or address through Human Resources, located in MSR 320.
- Students can change their address on their myCSUSTAN account with the exception of diploma addresses. Diploma address changes must be requested by submitting this form.

Name Change---2 forms of ID

- One document with old name
- One document with new name
- One of these documents must have a picture ID

Address Change ---- No ID required

Email Address ---- No ID required

SSN----2 forms of ID

- Social security card
- Picture ID

Date of Birth

- Driver's license or passport
- OR a birth certificate and a picture ID