



Last Name First Name Middle Initial

Student ID Number

## NAME CHANGE REQUEST

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Are you currently enrolled? \_\_\_\_\_

Have you applied for graduation this semester? \_\_\_\_\_

### OLD NAME:

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

Old Signature: \_\_\_\_\_

### NEW NAME:

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

New Signature: \_\_\_\_\_

**NOTE: Please see next page for important instructions**

## Name Change Request Instructions

1. Please submit the name change form along with verification of name change (Driver's License, California ID, passport, court documents) to the Registrar's Office at the One Stop Student Service Center.
2. Please verify that your name has been changed on your SF State Gateway ([gateway.sfsu.edu](http://gateway.sfsu.edu)) account. After verification, please notify the Helpdesk at [helpdesk@sfsu.edu](mailto:helpdesk@sfsu.edu) of your name change to reconcile your new name with your current email account. Please include the following information:
  - a. Student ID number
  - b. Old name
  - c. New name
  - d. Email account name

For changing your email account name (ex. student@mail.sfsu.edu), please contact the DoIT Help Desk (<http://www.sfsu.edu/~doit/hd.htm>) at [helpdesk@sfsu.edu](mailto:helpdesk@sfsu.edu).

3. Students who work on campus and have a record in the HR database must contact Human Resources directly to have their HR record updated. Please provide documentation of name change to Human Resources (ADM 252).