



CSU Bakersfield

Academic Affairs

Division of Enrollment Management
Office of Admissions and Records

Student Services Building Personal Data Change Form

***Note: International Students must contact the Office of International Studies to update their SEVIS Record.**

***Note: If you are an employee of the university, student or staff, do not use this form to update your Name, SSN, or Address. Visit the Office of Human Resources to complete an Employee Action Request form.**

Name: _____ CSUB ID: _____
Last Name First Name MI

E-mail: _____ Phone: _____ Date of Birth: ____/____/____

Students may make the following changes using **myCSUB**:

- Name
- Mailing Address
- Phone Number
- Personal E-mail Address

Type of Change: Name Date of Birth Social Security Number/ITIN Other _____

Change from: _____ to: _____

Changed information must match exactly to the documentation provided.

Signature: _____ Date: _____

ACCEPTABLE DOCUMENTATION FOR VERIFICATION

List A

One item from List A is required for corrections to existing information

List B

One item from List A AND one item from List B is required for identity changes.

List A	List B
Current Driver's License (Interim License not accepted)	Social Security Card (original copy only)
Passport	Copy of Birth Certificate
Current Residence Card	Copy of Marriage License or Certificate
Local, State, or Federal ID Card	Legal Name Change
Military ID Card	Legal Adoption
Current Permanent Residence Card	Legal Gender Re-Assignment

Admissions & Records Office Use Only

Processed By: _____ Date: _____