



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: Last Name First Name MI CSUB ID:

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.

Table with 2 columns: List A and List B. List A items: Current Driver's License, Passport, Current Residence Card, Local, State, or Federal ID Card, Military ID Card, Current Permanent Residence Card. List B items: Social Security Card, Copy of Birth Certificate, Copy of Marriage License or Certificate, Legal Name Change, Legal Adoption, Legal Gender Re-Assignment.

Office of the Registrar Use Only

Processed By: Date: