



Personal Data Change Form

***Note: International Students must contact the Office of International Students and Programs 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**:

- Preferred 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

Office of the Registrar Use Only

Processed By: _____ Date: _____