

This form cannot be used by current or former CSUEB employees.

Instructions:

1. Non-CSUEB employees should complete form, indicating type of change requested (Change of Name, DOB, SSN, or Gender).
2. Submit completed/signed form with a copy of legal documentation in one of the following ways: Email to reg@csueastbay.edu; In person to Enrollment Information Center in the SA Bldg (Hayward); Fax to the Office of the Registrar at 510.885.3816.

Student Name: _____ Net ID: _____

Horizon E-Mail Address: _____ Phone Number: _____

Are you a Current or former CSUEB Employee? This includes Federal Work Study Student, Student Assistant, Teacher Aid, Staff, and Faculty.

- YES – PLEASE STOP!** You must visit the Payroll Office to change your personal information.
- NO** - Please complete form and submit to the Office of the Registrar per instructions above.

 NAME CHANGE

- **Required:** Attach a current copy of legal documentation, such as a marriage license, driver's license, or passport which cites the new information which you would like to appear on your official academic record.
 - Name changes will be made to your university record.
 - Once you verify that your name has been processed, please contact the Service Desk to change your Horizon E-Mail address at <http://www.csueastbay.edu/serviceesk>

Print Current Name: Name as it appears now on your University record.

_____	_____	_____
Last	First	Middle

Print New Name: Name as it will appear on your University record.

_____	_____	_____
Last	First	Middle

 DATE OF BIRTH CHANGE Change Date of Birth To: _____ (mm/dd/yyyy)

- **Required:** Must attach a current copy of drivers' license, passport, or birth certificate for verification.

 SSN or ITIN CHANGE Change SSN (or ITIN) To: _____

- **Required:** Must attach a current copy of legal documentation, such as a copy of a social security card or social insurance card which cites the new information which you would like to appear on your official academic record.

 GENDER CHANGE Change Gender To: Male Female Non Binary

- **Required:** Must attach a current copy of legal documentation, such as court document, driver's license, or passport which cites the new information which you would like to appear on your official academic record.
 - Students who want to change their pronoun (he/she/they) that appears on the class roster update that in MyCSUEB by selecting the 'Profile' tile and then selecting 'Pronouns'.

Required: My signature below confirms I am requesting the above change to my official academic record at CSUEB.

Student Signature _____ Date _____

For Office Use Only: <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved Processed by: _____ Date: _____
