Print Form

FRESNO STATE
University Registrar

Student Information Update Form

5150 N Maple Avenue, M/S JA57, Fresno, CA 93740-8026 (559) 278-4743

IMPORTANT NOTE: If you are a current student employee at Fresno State, Auxiliary, or Foundation, DO NOT COMPLETE THIS FORM. Please visit your respective Human Resources/Payroll Office.

Name:

Last First Middle

Student ID #: Phone Number:

Please check box if you are a: ☐ Current Student ☐ International Student ☐ Cal State Teach Student

☐ Returning Applicant ☐ First Time Freshman Applicant ☐ Transfer Applicant ☐ Post-Baccalaureate Applicant

Student Signature: **Date:**

Complete only box(es) you wish to change

SUPPORTING DOCUMENTATION IS REQUIRED. Please see page 2 (reverse side) for a list of valid documents.

☐ **Name Change**

First Middle Last

Office Use Only

Name as shown on file:

☐ **Social Security Number**

☐ Check if you need to correct a duplicate ID.

Correct Number

Office Use Only

Number on File

☐ **Date of Birth**

Correct Date of Birth

Office Use Only

Date of Birth on File

☐ **Gender**

☐ Male ☐ Female ☐ Nonbinary

Office Use Only

☐ Male ☐ Female ☐ Nonbinary

Gender on File

Email sent:

Office Use Only

ISSP Initial

Cal State Teach Initial

Checklist:

Updated By: Date:

Comments:

How to Submit

1. Mail to: Office of the University Registrar
   5150 N. Maple Avenue, M/S JA 57
   Fresno, California 93740-8026

2. In Person: Joyal Administration Building, North Lobby, Student Services Center, University Registrar Window

3. Email: fsregistrar@mail.fresnostate.edu
   Please note: If you are a current student, all email must be from your Fresno State email account.

Supporting documentation is required for ALL changes. Listed below are the documents considered valid for confirming any changes to your name, social security number, birth date and gender. Form MUST be submitted with a valid government-issued photo ID along with one form of documentation listed below. All forms of ID must be current to be considered valid (expired forms of ID are not considered valid).

Name Change*:
1. Social Security Card
2. Current Driver's License
3. Passport
4. Court Decree
5. Marriage Certificate (Only if new name is listed on document)
6. Certificate of Naturalization

** If you are an international student, a copy of your current passport MUST accompany one of the documents listed above.*

Incorrect Social Security Number or ITIN Changes:
1. Social Security Card (or other SSA documentation)
2. ITIN Letter or Card
3. Current Driver's License or State ID Card (if it contains a Social Security Number)
4. W-2 Form
5. Unexpired Military ID

Date of Birth:
1. Birth Certificate
2. Current Driver's License (if it contains a birth date)
3. Passport
4. Unexpired Military ID

Gender:
1. A court order directing legal recognition of the new gender
2. A full-validity 10-year passport with the new gender
3. A state-issued birth certificate with the new gender
4. Current Driver's License or State ID Card