



The University maintains student records under the name the student had when last enrolled. For international students, the name maintained on the educational records will be the same as the one that appears on their passport and U.S. immigration documentation, including the Form I-20, Certificate of Eligibility for Nonimmigrant. Official documents such as diplomas and transcripts will not be issued bearing any other name.

To Request a Change of Name

PSU will change all of your records to reflect that new name. Afterwards, your PSU academic records, financial records, future academic transcripts and future diplomas will reflect the new name.

How do I request a Change of Name?

You will need to:

1. Complete and sign this form.
2. Provide clear copy of acceptable documentation that accurately reflects your new name.

To correct the spelling or the proper sequence of the name, to change name (assume spouse's name), to discontinue use of married name, etc., you must provide a copy of your government issued photo ID which shows your name as you want it to appear in our records plus **one** of the following (if your name has not been corrected on your photo ID you must still provide a copy of it and **two** of the following):

- Birth certificate (original or notarized copy)
- Passport/visa
- Original Social Security card (must be signed)
- Court issued document (original or notarized copy)
- Marriage Certificate
- Divorce Decree showing restoration of the original or other name
- U.S. Immigration documentation (Naturalization paper etc.)

3. You may submit the Student Change of Name form with required documentation *in person* at PSU campus **OR** you may mail this form with required documentation to:

Registrar's Office
Pacific States University
3424 Wilshire Blvd, 12th Floor
Los Angeles, CA 90010 USA

If you are mailing the request, a notarized copy is required of the relevant document pertaining to your request to process the change.

While the University Registrar will amend a record upon presentation of appropriate documentation, a cross-reference of the change will be created to preserve the historical record and for verification and credential fraud purpose.

Student Information (All required to identify your record – please print clearly)

PSU Student ID (if available)		Date of Birth (mm/dd/yyyy)	
Current Mailing Address – Street			
City	State	ZIP/Postal Code	Country
Telephone		E-mail Address	

Change of Name Request (Please print legibly and completely)

YOUR NAME AS CURRENTLY APPEARS IN PSU RECORDS	YOUR NEW NAME AS WILL APPEAR IN PSU RECORDS
Last Name	Last Name
First Name	First Name
Middle Name (if applicable)	Middle Name (if applicable)

AUTHORIZATION

The information on this form and the attached documentation represent accurate and legally acceptable proof of my name. Please change all of my records to reflect this name.

Authorization Signature Required (Digital or electronic signature is not accepted)

X

Date Signed (mm/dd/yyyy)

OFFICE USE ONLY

Received Date	Received by	Updated by Registrar	Updated Date
Comments			