

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY
CAMPUS SERVICE CENTER
STUDENT SERVICES BUILDING 47
100 CAMPUS CENTER • SEASIDE, CA 93955
PHONE (831) 582-5100 • FAX (831) 582-5110

Instructions:

- 1. Use this form to correct you name, social security number, date of birth, gender, or address. For any corrections other than an address change, **legal supporting documentation will be required**, i.e. court document, current Driver's License or State ID, Social Security Card, Passport, etc.
- 2. Complete all parts of the form and attach supporting documentation to confirm change requested.
- 3. Submit Social Security Number corrections in person, via mail, or fax to the Campus Service Center at the address or fax number above. **Do not submit SSN corrections via email.**
- 4. Submit all other change requests to Campus Service Center in person, via mail, or from your official CSUMB email address to <u>onestop@csumb.edu</u>. Copies of supporting documentation received in any other form besides in person must include a copy of your photo ID.

Part 1: Student Information

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STUDENT ID:	FIRST NAME:		LAST NAME:	
PHONE NUMBER:	E-MAIL ADDRESS:			
1. Have you ever been employed at CSU Monterey Bay? If you have ever been previously employed by the University (student assistant, staff, faculty, other), you must contact the Campus Service Center to fill out an additional form for the payroll department.				
2. Which best describes your student status? Applicant/Admitted Current Student Former Student				
Part 2: Personal Information Change Request (select all that apply)				
Name Change CSUMB uses your legal name.				
Last First			Middle	
Social Security Number Correct Social Security Number				
Correct Social Security Number				
☐ Date of Birth			Gender	
Correct Date of Birth Correct Gender				
Address (Please check one or both): Permanent Student Mailing				
Street City			State Zip Code	
Part 3: Student Signature				
Student Signature:				:
OFFICE USE ONLY	_			
Received by:	Da	ite:	Forwarded to:	
Processed by:			Date:	