

How to submit online or by mail

Online:

Please note: If submitting electronically, you do not need to complete page 2.

Or:

Mail form and supporting documentation to:

Office of the University Registrar
5150 N. Maple Avenue, M/S JA57
Fresno, CA 93740-8026

Listed below are the documents considered valid for confirming any changes to your name, social security number and birth date. 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. Documentation is not required.